# TIMEWORKS
# PLATINUM™
## S E R I E S

**User's Manual**

# Publish·It!™ 2

## *A Full-featured Desktop Publisher with Page Layout, Word Processing, Typesetting and Graphics*

For Apple\* //e (enhanced), //c, //c Plus and //GS computers

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# LEARNING PUBLISH IT! 2

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# 1 INTRODUCTION

PUBLISH IT! 2 is a powerful new desktop publishing tool which allows you maximum creative freedom. In a single program, Timeworks makes it possible for you to execute virtually all of the functions you need in order to publish a journal or newsletter; prepare a business or school report; create an advertisement or sales promotion flyer; or design and print letterheads, forms and financial statements, announcements, invitations, catalogs, teaching materials, floor plans, real estate listings, menus, scripts, calendars, resumes, proposals—even books ready to send to a printer.

PUBLISH IT! 2 is easy to learn; you can create and print your first publication in less than 60 minutes. It is fast and simple to use, versatile enough to suit every desktop publishing need—business, social and educational.

What's more, it's fun!

PUBLISH IT! 2 is a truly interactive desktop publishing program. Its flexibility lets you create and change layouts; create text with the built-in word processor; select type fonts from its library; and create graphics using the tools in the program—in almost any order you prefer. You can even import text and artwork from other application programs designed for the Apple //e (enhanced), //c, //c Plus and //GS.

You don't need publishing, graphic arts or typographic experience to use PUBLISH IT! 2 successfully. With the WYSIWYG (What-You-See-Is-What-You-Get) user interface, and following the illustrated instructions and suggestions in this manual, you will produce professional-looking documents the first time you run the program.

(After you read the first three chapters you can prove this to yourself by creating your own newsletter page in about 60 minutes!)

## More Features Give You More Creative Freedom

PUBLISH IT! 2 is an object-oriented program. Each element of a page—columns of text and graphics—is an object. This means you can easily create and modify the page layout using your mouse or joystick.

You can resize and relocate any of the objects on the page, at any time. Change your layout at will. Experiment with different type faces, styles and sizes as often as you want. Print a copy of your completed document and, if you don't like it, go back and make changes.

You can link columns so that text will flow automatically from one column to another in the sequence you have selected—even if the columns are separated by a number of pages. You can have text automatically flow around or along the side of a graphic or even place text over graphics.

You don't have to pay an expensive graphics designer or typographer to translate your ideas into an impressive-looking product. PUBLISH IT! 2 will do it with you. It is so effective you could even save more than the cost of the program the first time you use it. *And, you have the additional satisfaction of having been the creator!*

But, enough talk about PUBLISH IT! 2. Let's learn how to use it.

## System Requirements

PUBLISH IT! 2 is designed to work on the Apple //e (enhanced) with a minimum of 128k of RAM (memory), the //c, //c Plus or //GS computers. PUBLISH IT! 2 also takes advantage of any extended memory your computer may have.

Use a mouse to maximize the ease of moving and manipulating various page elements or use a joystick. If you prefer, you may use your keyboard to activate a number of the menu options.

At least one floppy disk drive is essential, but we recommend two 5¼-inch disk drives. PUBLISH IT! 2 runs under ProDOS so you can use a 3½-inch drive, RAM disk or hard drive to make the program faster and easier to use.

## Supported Equipment

The program supports the Apple mouse and compatible joysticks. A mouse is recommended.

The following printers are supported:

- Apple Imagewriter
- Epson FX, RX, MX
- Most Epson compatibles
- Gemini 10X, 15X
- Okidata 182, 183, 192, 193
- LaserWriter, LaserWriter Plus, LaserWriter NT, LaserWriter NTX
- Any printer compatible with those listed

The following interfaces are supported:

- Apple //c or //GS Serial Ports
- Apple Super Serial Card
- Apple Parallel Interface
- Grappler and Grappler Plus
- PKASO
- Texprint Print-It!
- Videx Uniprint
- Laser 128
- Appletalk
- Any interface compatible with those listed

The following memory expansion cards are supported:

- Apple IIGS Memory Expansion Card
- Apple // Memory Expansion Card
- Apple //e Auxiliary Slot Card
- Any expansion card compatible with those listed

NOTE: If your equipment is not among those listed, please check to see if it is compatible with one of those listed.

## What's in the Package?

Please take a moment to check the items you received in the PUBLISH IT! 2 package. There should be:

1. Four 5¼-inch Timeworks PUBLISH IT! 2 disks: Program and Samples, Fonts 1 and 2 and Artwork, Sides 1, 2, 3, and 4 and two 3½-inch disks: Program and Artwork.

2. This user's manual and a binder to put it in.

3. A Software Registration Card which you must complete and return in order to receive technical support.

4. An update and exchange policy card.

5. A Quick Reference Card.

If you are missing any of the above, contact Timeworks Customer Service Department for a prompt replacement.

## A Word about Your Monitor

PUBLISH IT! 2 is basically a WYSIWYG (What-You-See-Is-What-You-Get) type of program. However, because of the way monitors are made, there may be occasions when what you see on your monitor is not identical to what will be printed. Monitors present text and graphics through pixels (dots), and many monitors have an aspect ratio of about two to one height to width. In other words, each figure on the screen is made up of dots that are not square, but rather rectangular—taller than they are wide. Your printer, on the other hand, will reproduce a true picture.

Similarly, the type faces which appear on your screen do not match exactly what will print. Refer to the Appendix to see printed samples of each face and font.

Use the Preview mode to view your documents exactly as they will print.

Experiment with the program, and as you become more familiar with PUBLISH IT! 2, you'll know that you can trust it to print correctly.

## How to Use This Manual

Since PUBLISH IT! 2 is "see-and-point" rather than a cumbersome "remember-and-type" program, you probably won't need to be as dependent on this manual as you may have on others. And, that's fine. We want to see you publishing, not reading!

However, you should read the first three chapters completely unless you are already very familiar with Macintosh terminology. If you are, you can just skim Chapter 2.

The best way to learn how to use PUBLISH IT! 2 is to use it. So, read Chapter 4, "The Quick-start Mini-manual" and create your very first desktop publishing document. Chapter 5 goes into the specifics of text and graphics placement. Section II, the balance of the manual, is a program reference guide, containing a recap of all the functions, sample documents, tips, terms and troubleshooting.

To find specifics, refer to the Index in Chapter 12.

On the HELP menu is an item called Read Me..., which contains any changes or corrections made after this manual was printed. Please be sure to read this.

# 2
# A Review of
# Apple Terms

# 2 A REVIEW OF APPLE TERMS

PUBLISH IT! 2 is designed according to the Apple Human Interface Guidelines, popularized on the Macintosh computer. So if you're accustomed to this terminology, you will feel right at home with PUBLISH IT! 2.

But if your Apple is new and you're just getting started in Apple computing, there are some terms and phrases you will need to know.

A glossary of all the computing and publishing terms we think you'll need appears at the back of the manual. What follows are only Apple terms.

Here are some of the most important:

**ALERT**—The program's way of telling you, either by means of an on-screen box called an Alert Box or by a beep, that there is an error, a problem or a caution to which you should respond.

**BIT MAP**—A pixel-by-pixel representation of an image. The form in which graphics are imported into PUBLISH IT! 2 from other programs.

**BUTTON**—A small enclosed area within a dialog box that may be pointed to and clicked on to perform the indicated action.

**CHECK BOX**—In a dialog box, a small square which may be clicked on to enable or disable an option.

**CHECK MARK**—The indicator that a menu option is currently active.

**CLICK**—A press and release of the mouse button, which executes a function.

**CLIPBOARD**—A cut buffer or temporary storage area that holds objects or text for pasting.

**COLUMN**—A boxed area that holds text.

**DIALOG BOX**—An on-screen framed area in which the program asks you either for information or to make a decision.

**DOCUMENT**—The project or publication you're working on.

**DOUBLE CLICK**—To click twice in rapid succession on the mouse button. This action usually is a short-cut method of making a selection and invoking a function, such as opening a file or highlighting a word.

**DRAG**—To move objects around the screen. To drag: position the pointer on the object or menu heading you wish to move or access. Press and hold the mouse button down while you move the mouse. When it is in position, release the button.

**HANDLES**—Small squares that mark the corners of a selected object.

**ICON**—A small left-screen picture that implements a function in the program.

**INSERTION POINT**—A flashing vertical bar (similar in function to a cursor in word processing) in text to indicate where additional characters are to be added.

**JOYSTICK**—A hand-held device that is used to guide the icon to different areas on the screen. Pressing on a button activates a function.

**MENU BAR**—Extends across the top of the screen with topic headings. To access functions under each heading, simply pull the menu down by dragging.

**MOUSE**—A hand-held device that is used to guide the icon to different areas on the screen. Clicking on the mouse button activates a function.

**OBJECT** – Any piece of text, line art, or graphic frame that can be moved or resized in your document. Examples are: a text column, a graphic frame or a graphic. Because these are objects, they can be moved, resized, placed on top of, or under, other objects and manipulated in other ways.

**QUICK KEYS** – A combination of the ⌘ key and another key. These two keys, pressed together, perform the same function as pulling down and selecting certain menu options. For example, you could pull down the FILE menu and select the Quit option, or you could press ⌘ Q .

**RADIO BUTTONS** – Occur in groups, and like the buttons on your car radio, may be selected only one at a time. To select the button is to choose that option to the exclusion of all others.

**SCROLL ARROWS** – Located at the ends of the Scroll Bars. Used to move about a document up, down, right and left by small increments.

**SCROLL BARS** – The shaded areas to the right and bottom of the screen. You may move through your document any of three ways: 1) by clicking on the Scroll Arrows, 2) by clicking in the gray area around the white box, and 3) by dragging the white box. If you see no gray, you're seeing everything.

**SCROLL BOX** – The square within the Scroll Bar that you drag to reach another part of your document by relative position.

**SELECT**—To point to an option, item, object or tool and click or drag the mouse button. Correctly done, one of three things will happen: 1) If text (or an option), dragging will cause the words to reverse (become highlighted); 2) if an object, clicking will make handles appear at the four corners, or 3) the text insertion point will appear (a vertical line). Selecting is sometimes called "Choosing."

**SNAP TO GUIDES**—Guides are pre-defined shapes or templates that can be used to speed up and add precision to the layout process. Objects created using this option will automatically size themselves to these guides.

**TOOL BOX**—The series of pictures (icons) that runs along the left side of the screen which contains "tools" for preparing text and graphics.

**TOOLS**—PUBLISH IT! 2 provides you with a set of handy tools, which appear at the left of your screen. (A detailed explanation of the many ways you can use these tools appears in Chapter 5.) These tools include:

▶ The Pointer—Selects, positions or resizes objects. The Pointer is also used to define groups.

I The I-Beam Tool—Selects the insertion point for text. It is also used to highlight text.

X The Graphics Frame Tool—Used to create graphic frames.

T The Text Tool—Used to create text columns.

▣ The Link Tool – Used to link or unlink text columns.

⊟ The Line Tool – Used to draw horizontal or vertical lines. (To draw a line, you must drag the line, starting and stopping where you want.)

□ The Box Tool – Used to create squares or rectangles with right angle corners.

▢ The Rounded Corner Box Tool – Used to create squares or rectangles with rounded corners.

◎ The Circle Tool – Used to create circles.

⊞ Page Numbering Tool – Used to create a page number for the current page.

◀ – Used to move to the previous page of your current document.

▶ – Used to move to the next page of your current document, or add another page, if none exists.

**WYSIWYG** – What You See Is What You Get. The ability to view on screen what your printed output will look like.

■ Making Back-up Copies
■ Installing PUBLISH IT!

3
Getting Started

# 3 GETTING STARTED

Installing the program is simple and convenient—just a
matter of selecting your printer and selecting your printer
interface. All available fonts will be pre-installed. Install
Font and De-install Font are included on the APPLE menu
for use with the Font Accessory Packs. When you're ready
to go, you'll discover that this manual shows step-by-step
techniques for learning how to create documents, forms and
publications.

## Making Back-up Copies

PUBLISH IT! 2 is not copy protected. It's important to
back up your PUBLISH IT! 2 disks.

Use the System Utility Disk that was provided with your
computer. Use the "Duplicate a Disk" option from the
menu and follow the prompts to make work copies of each
disk.

You may also use any ProDOS compatible utility program, either the one provided with your system or another company's. If when copying, your copy program gives you a choice between DOS 3.3 or ProDOS, choose ProDOS.

Put your original disks back in their sleeves and store them away in a safe place. Make sure they're stored at least one foot away from your computer, audio speakers, or any other source of magnetism, heat or humidity.

If you are using 5¼-inch disks, copy each side to a separate disk, labeling each as you finish. If you are planning to use PUBLISH IT! 2 on 3½-inch disks or on a hard disk this step is not necessary. See Chapter 11 for more information.

## ■ Formatting Data Disks

You will need formatted data disks in order to save your files. You can then save completed documents, as well as text and graphics.

Use the utilities disk included with your computer to format several data disks for use with PUBLISH IT! 2.

## ■ Dialog and Alert Boxes

Certain actions cause a dialog box to appear, providing or requesting information. You can enter your selections by using a mouse or the keyboard.

If a dialog box appears and requests information, like a name for your document, you may enter the requested information from the keyboard. If you are presented with a list of files, choose one by clicking on the file name you want. Then click on the appropriate button to perform the action. You can also select a file and perform an action at once by double-clicking on the file name (using a mouse only).

All menu options which are followed by ". . ." invoke dialog boxes.

Most dialog boxes, however, only ask for additional information, giving you the choice of responding either "OK" or "CANCEL." To make this choice, you need only to click on the option of your choice with the mouse. If any button has a double-lined border, it is the default button. Pressing (**RETURN**) will act the same as clicking on the default button. Pressing (Ô) (.) acts the same as clicking on CANCEL. When you click on your decision, you will automatically return to your document.

The (**ESC**) and (**TAB**) keys can be very helpful in working in dialog boxes. In boxes with multiple text entry fields, pressing the (**TAB**) key moves you from field to field. Pressing (**ESC**) clears the contents of the present field.

As a safety precaution, an Alert Box sometimes appears and asks that you confirm your decision before completing the function. An Alert Box "beeps" when it appears. You can answer an Alert Box from the keyboard also. Press the first letter of the command, i.e., Y for Yes.

# ■ PUBLISH IT! 2 Menus

There are nine pull-down menus in PUBLISH IT! 2. The
seven in the middle all relate to things you can do with
your documents. Any menus or options not active will be
shown in light gray. This means they are not available for
use at this time. The one on the far right is a HELP menu,
organized according to functions and the one on the far left
is the APPLE menu, depicted with a ● . The APPLE
menu is used for configuring PUBLISH IT! 2 to your
hardware and for providing information about the program.

## Installing PUBLISH IT! 2

To install PUBLISH IT! 2, insert the program disk in your
start-up drive (Drive 1 in a dual drive system) and turn on
the monitor; then turn on the computer. PUBLISH IT! 2
will load automatically.

# ■ The Configuration Options

The first time you load PUBLISH IT! 2, you will see the
Configuration menu displayed on the screen. Subsequently,
whenever you load the program, a prompt will appear on
the screen, requesting you to "Press C for Configuration
Menu." If you don't press C before the message
disappears, the program will load as previously configured.
The Configuration options are:

INPUT DEVICE
MEMORY MANAGER CONFIGURATION
LOAD OVERLAYS ON STARTUP

## Input Device

Since you must use either a mouse or a joystick with
PUBLISH IT! 2, select the one you are using.

## Memory Manager Configuration

NOTE: If your computer has more than 128k of memory
installed, please read this explanation thoroughly. If not,
press (**RETURN**) twice and skip to Page 3-11.

This option brings up a sub-menu of memory configuration
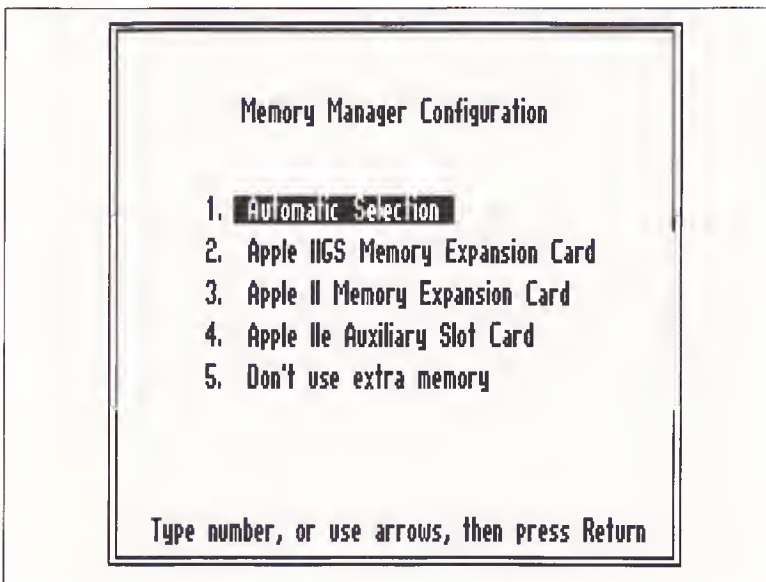choices:



```
              Memory Manager Configuration


         1. Automatic Selection
         2. Apple IIGS Memory Expansion Card
         3. Apple II Memory Expansion Card
         4. Apple IIe Auxiliary Slot Card
         5. Don't use extra memory



      Type number, or use arrows, then press Return
```

Figure 1

1. **Automatic Selection** – PUBLISH IT! 2 automatically determines the type of memory expansion card that is present, if any. This is the recommended setting for most purposes.

2. **Apple //GS Memory Expansion Card** – This type of card is located in the memory expansion slot of a IIGS and also includes other cards such as the Applied Engineering GS Ram and GS Ram Plus*, and the Checkmate Technology MultiRam GS*.

3. **Apple II Memory Expansion Card** – On a //e or //GS, this type of card is located in slots 1–7 and also includes third party cards such as the Applied Engineering RAM Factor* and AST Sprintdisk*. On a //c, this includes the Apple's Memory Expansion Card for the //c. On a //c Plus, this includes Applied Engineering RAM Express* and the Checkmate Technology MultiRam //c + *. This selection also includes a Laser computer with more than 128K.

4. **Apple //e Auxiliary Slot Card** – On a //e, this type of card is located in the Auxiliary slot and also includes third party cards such as the Applied Engineering RAM Works* and Checkmate Technology MultiRam //e and MultiRam RGB*. On the //c, this includes the Applied Engineering Z-RAM* for the //c, and Checkmate Technology MultiRam CX and MultiRam Plus*. Apple Computer does not make a card of this type.

5. **Don't use extra memory** – Any extended memory beyond 128K is ignored.

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*Trademarks of their respective companies.

NOTE: Although a PUBLISH IT! 2 document can use all available extended memory, a single article within a document is limited to 64K. Since most publications you'll create will consist of multiple articles of lesser size, you should not find this to be a limitation. PUBLISH IT! 2 can have up to 128 64K articles in a single document.

When you select Option 1, PUBLISH IT! 2 automatically checks for the various types of memory expansion in the following order. First, it checks for GS memory expansion; next for an Apple II Memory Expansion card; finally, it checks for an Apple //e Auxiliary Slot card. This order is important because the *first* card PUBLISH IT! 2 detects will be used. If none of these types of memory expansion is detected, PUBLISH IT! 2 will revert to Option 5.

In most cases, the default Automatic Selection is sufficient. However, there are situations where you will want to tell PUBLISH IT! 2 specifically what type of memory expansion card to use.

**EXAMPLE #1**

You have a //e or //c with a RAM disk on your Auxiliary Slot card. You have configured your RAM disk with an option called "bank 0 lockout." PUBLISH IT! 2 cannot detect this type of RAM disk and will overwrite the data. You should either select Option 5 for now or do not configure a RAM disk in this way with PUBLISH IT! 2.

## EXAMPLE #2

You have a //e with both an Apple II Memory Expansion card AND an Auxiliary Slot card. You can see that PUBLISH IT! 2 will find and use the Apple II Memory Expansion card first. But you have a RAM disk set up there and would prefer to have PUBLISH IT! 2 use the AUX card. Select Option 4.

---

NOTE: If you specify which type of memory expansion to use and that type is *not* found, PUBLISH IT! 2 will then revert to Option 5 and not use any extended memory.

---

## Expansion Cards and RAM Disks

There are a few considerations in running PUBLISH IT! 2 in conjunction with a RAM disk depending on the type of memory card you are using.

**With an Apple II Memory Expansion Card (and compatibles)** – PUBLISH IT! 2 creates a file on the RAM disk called SYS.DESKTOP. This file cannot be deleted while in PUBLISH IT! 2. The program will remove it when you quit normally. If you reset your computer to exit PUBLISH IT! 2, the SYS.DESKTOP file will remain on your RAM disk. Although PUBLISH IT! 2 will properly handle this on the next reboot, we recommend you always exit using the Quit option from the FILE menu. PUBLISH IT! 2 will use ALL extended memory including any unused RAM disk memory. Therefore, you will not be able to SAVE anything to the RAM disk within PUBLISH IT! 2 – the disk will appear to be full. Any files present on the RAM disk will not be disturbed.

**With Apple //e Auxiliary Slot Cards (and compatibles)** – PUBLISH IT! 2 does not support a RAM disk on this type of card. Because there are no standards for configuring a RAM disk on this type of card, PUBLISH IT! 2 will not detect whether or not one exists. Any RAM disk data will be overwritten. To avoid data loss, save data on your RAM disk before loading PUBLISH IT! 2 with this configuration.

**On a //GS** – There is no problem using a RAM disk on the //GS. The //GS manages all memory activities including the presence, size and location of a RAM disk. However, we recommend that you set your Control Panel so that the Minimum and Maximum sizes for your RAM disk are equal. PUBLISH IT! 2 will use all memory not allocated to the RAM disk.

## Load all overlays on start-up

Overlays are portions of the instructions PUBLISH IT! 2 needs to run. This option only works if at least 100K of available extended memory is detected during start-up. If you set this option to YES, PUBLISH IT! 2 will load all of its program overlays into extended memory (if available). This setting can be overridden on start-up by pressing (ESC) when prompted. If you set this option to NO, PUBLISH IT! 2 will not load any overlays initially. When an overlay is needed, it will be read from disk, stored in extended memory (if available) and subsequently referenced from there. Try Option 3 both ways to see which works best for you.

When you select any of the first four memory choices of
Option 2, PUBLISH IT! 2 will load as many of its overlays
as possible into extended memory. The remaining memory
will be used for document storage. In the event that your
document subsequently expands beyond the available mem-
ory, PUBLISH IT! 2 will automatically throw out overlays
and revert to reading them from disk, thereby maintaining
maximum document memory.

When your Configuration is set, PUBLISH IT! 2 will be
loaded. Pull down the ⬤ menu. This is where you
configure the program to your hardware set-up. Here are
the choices you must make:
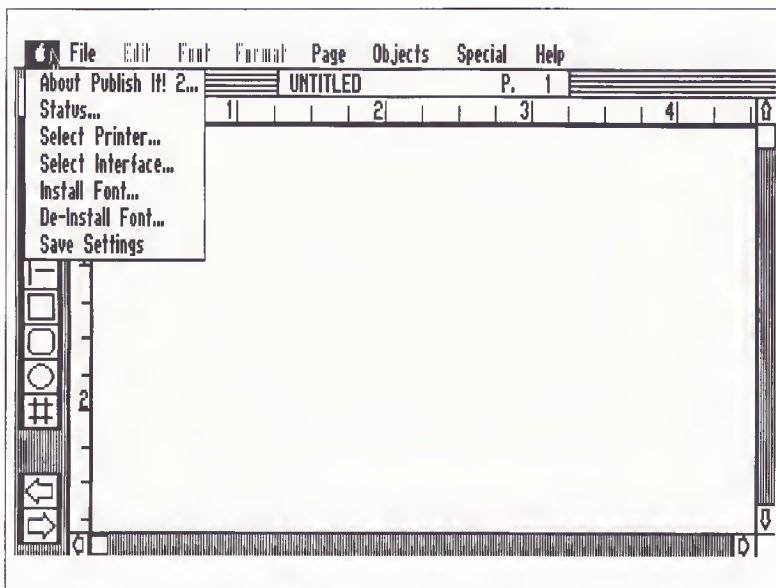


Figure 2

## ■ Selecting Your Printer

Choose Select Printer... from the ✿ menu. The following dialog box will appear:
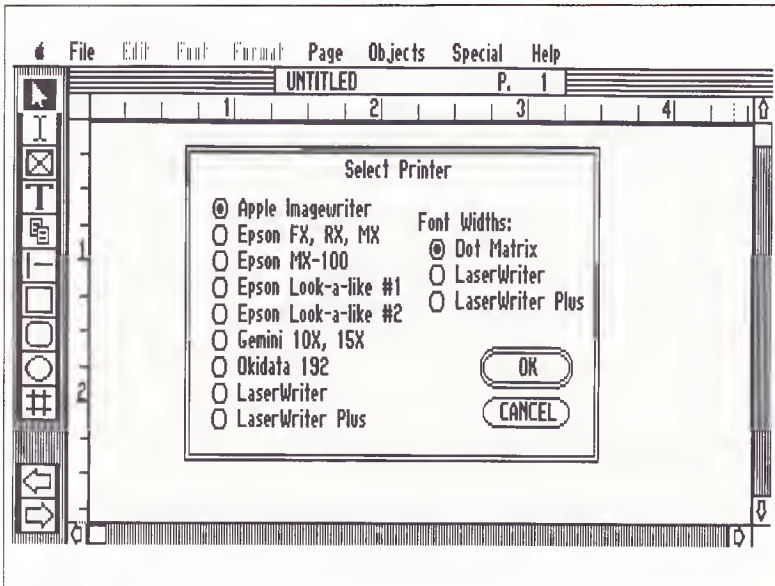


Figure 3

Select your printer by clicking on its name, then click on OK to save your choice. If your printer is not listed, consult your printer manufacturer to see if your printer is compatible with one listed.

If you are using a laser printer, choose LaserWriter if you have an older Apple LaserWriter, or LaserWriter Plus if you have a LaserWriter Plus, LaserWriter NT or LaserWriter NTX. Laser printing is discussed in detail in Chapter 5.

### LaserWriter Font Widths

Because the widths of the characters in the LaserWriter fonts are different from the widths of the characters in the PUBLISH IT! 2 bit map fonts, we have included a file called LASERWIDTHS on the disk. When you select the font widths option in the Select Printer... Dialog Box, you are telling the program whether you want to format your text with the widths of fonts for the dot matrix printer or with the widths of the fonts which are built into the LaserWriter.

For more information on laser printers and PUBLISH IT! 2, see Chapter 5, the section on printing.

## ■ Selecting Your Interface

Pull down the ● menu again and choose the Select Interface... option. Here is what you'll see:
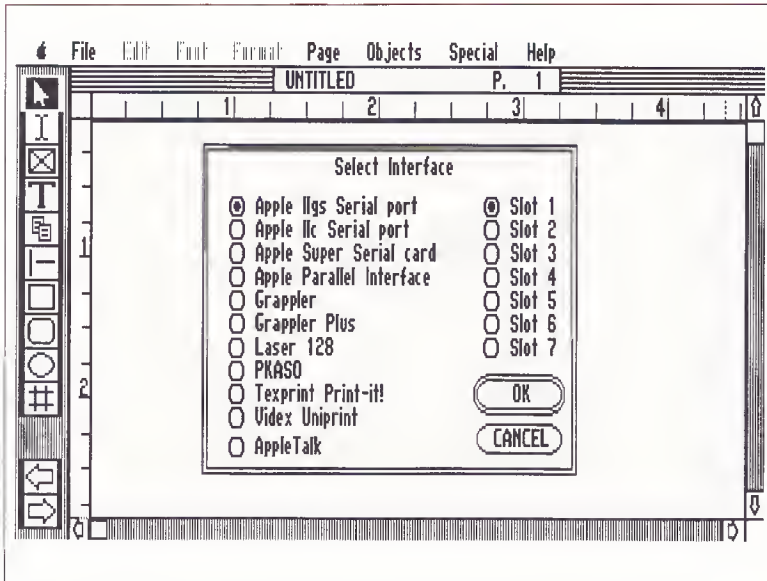
Figure 4

Click on the interface you are using and then click on OK to save your selections automatically. If your printer interface is not listed, consult the manufacturer to see if yours is compatible with one listed. For more information on Appletalk, see Chapter 5.

## ■ The File Selector

PUBLISH IT! 2 supports ProDOS sub-directories directly from the File Selector. The File Selector appears when you want to open a file, import text or graphics, select Save as..., Delete or Install/De-install Fonts.
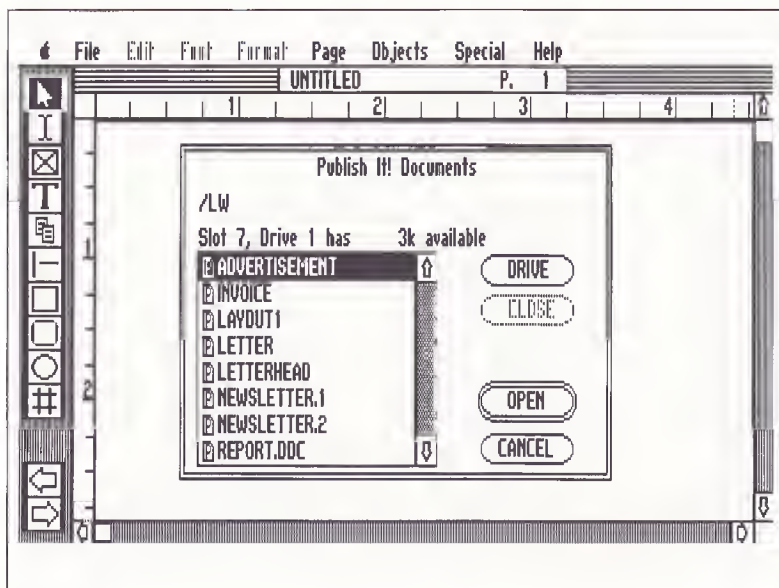
Figure 5

The current drive, slot and directory path are displayed, along with a list of file names (if any). The names displayed in the File Selector are preceded by one of four different symbols to aid you in identifying what type of file is being displayed. The symbols indicate that a file is a sub-directory, a PUBLISH IT! 2 document, a PUBLISH IT! 2 font file, or anything else. Highlight a file name and double-click on it to open. If the selected file name is a sub-directory, the ProDOS pathname near the top of the dialog box will reflect the change and the files contained within the sub-directory will be displayed (if any). You can also open the file by highlighting the file or sub-directory name and clicking on Open.

To go back to the previous sub-directory, click on the ProDOS pathname or on the Close Box.

Click on DRIVE to display the files from another on-line disk drive. If the file you want is on a different disk, insert the disk at this point and click on DRIVE.

NOTE: Pressing [RETURN] in a dialog box is the same as clicking on the box with the thicker outline. If you change your mind and want to leave the dialog box without opening a file, click on CANCEL or press Ⓒ Ⓒ. Another shortcut exists within Alert Boxes. Alert Boxes are dialog boxes that beep as they appear. For example, when you select Quit, an Alert Box appears and prompts "Are you sure. . ." Instead of clicking on YES or NO, you can also press Ⓨ or Ⓝ from the keyboard.

You're ready to start creating your first document.

■ Laying Out the Page
■ Writing Text
■ Adding Artwork
■ Adding a Page Number
■ Trying Out Some Features
■ Saving Your Work
■ Preparing to Print
■ Exiting PUBLISH IT! 2

4
The Quick-start
Mini-manual

# 4 THE QUICK-START MINI-MANUAL

In this chapter, you will create and print your first PUBLISH IT! 2 document in less than 60 minutes. You'll get a chance to try out many of the techniques and commands available in PUBLISH IT! 2. However, if you haven't already done so, pull down the HELP menu and select the last item, Read Me... This will present any additional program information that may not be referenced in the manual.

Let's create and print the front page of a newsletter so it looks like this:



**Figure 6**

PUBLISH IT! 2 is an "object-oriented" program. This means that each page of your document is defined as a group of separate elements, or objects. These objects can be resized and repositioned at any time, giving you total flexibility in designing and modifying your layout.

In this example, the page consists of the following objects:

• The masthead (actually two individual text columns)
• The text (two linked columns) labeled A and B
• A picture (contained in a graphic frame) labeled C
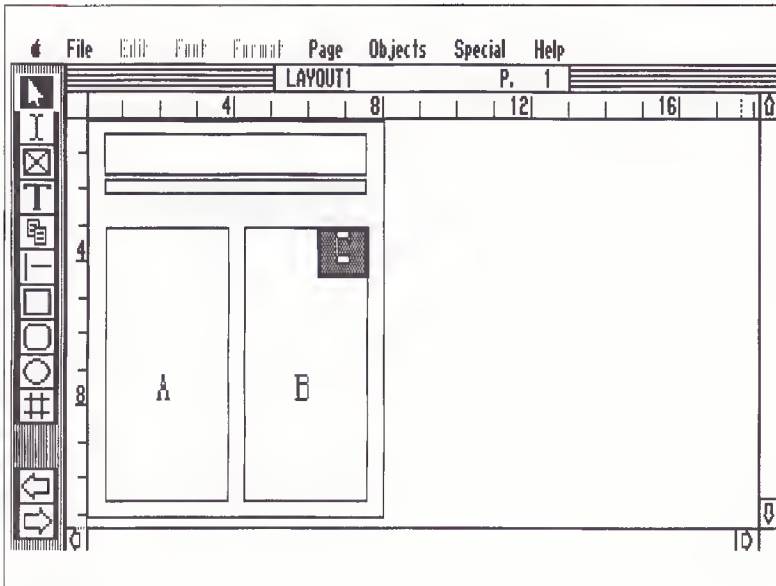


Figure 7

Let's create this layout. First, you'll need to load PUBLISH
IT! 2. Refer back to Chapter 3 for installation instructions.
Insert the program disk; then, turn on the monitor and
computer. A blank screen area will appear with a series of
menu headings across the top.

## Laying Out the Page

The first step to creating the newsletter is to specify the
page size. To do this:

1. Pull down the PAGE menu and select Set Page Size. . .

2. A dialog box will appear on the screen.

3. The default option of 8x11 inches is selected. This is the
   correct size for the newsletter, so click on OK.

If you get lost anywhere in this example, come back to this
step and start again. This is the step to define the new file
and give it a name.

Select New File. . . from the FILE menu. A box will
appear with a blank line to enter a file name. Type in
**SAMPLE** and then click on OK.

A blank screen appears which represents your page.
PUBLISH IT! 2 gives you four different views of your
page. At this point, pull down the SPECIAL menu and
select Size to Fit.

This page view gives you an "aerial" view of your entire page, making it easy to see the relationships between the various objects you'll be creating. Another helpful feature to creating objects is PUBLISH IT! 2's Layout Guides. To set them:

Pull down the SPECIAL menu and choose Select Guides... Select 4 x 4 guides and then click on OK.

The guides that appear on the screen are not part of the document and do not print. They are merely used to help with creating your layout. You'll learn more about this later.

Don't worry if the text columns or other objects you create are not exactly perfect. You can always delete objects by pressing ⌘ X or the DELETE key. Complete instructions for deleting are in Chapter 5. If, at first, drawing objects seems tricky, load LAYOUT 1 and skip ahead to Page 4-8.

Now to start drawing the objects. We'll start with the text columns.

1. Click on the T in the Tool Box.

2. Position the pointer anywhere inside the guide labeled 1 in Figure 8.
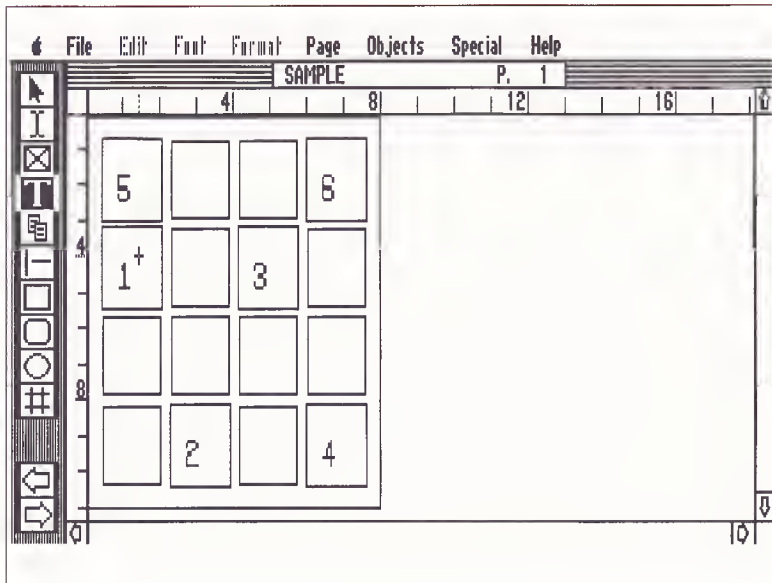
Figure 8

3. Press and hold the mouse or joystick button and drag down and to the right, until the pointer arrives anywhere inside the guide labeled 2.

4. Release the button and the text column is drawn between the edges of the guides. This feature is called Snap To Guides, explained in detail later.

5. Repeat Steps 2 and 3, but this time drag the pointer from guide 3 to guide 4, shown in Figure 8.

6. Now draw the main heading column, dragging from guide 5 to guide 6.

The masthead, or name, needs to be adjusted, but the Layout Guides aren't necessary for that. Pull down the SPECIAL menu and choose Select Guides... When the dialog box appears, click on No Guides and then click on OK.

You can resize and reposition *any* selected object. Since text columns are objects, resize the heading this way:

1. Select the [↖] pointer from the Tool Box.

2. Click the pointer anywhere inside the heading text column. "Handles" will appear at the corners when any object is selected.
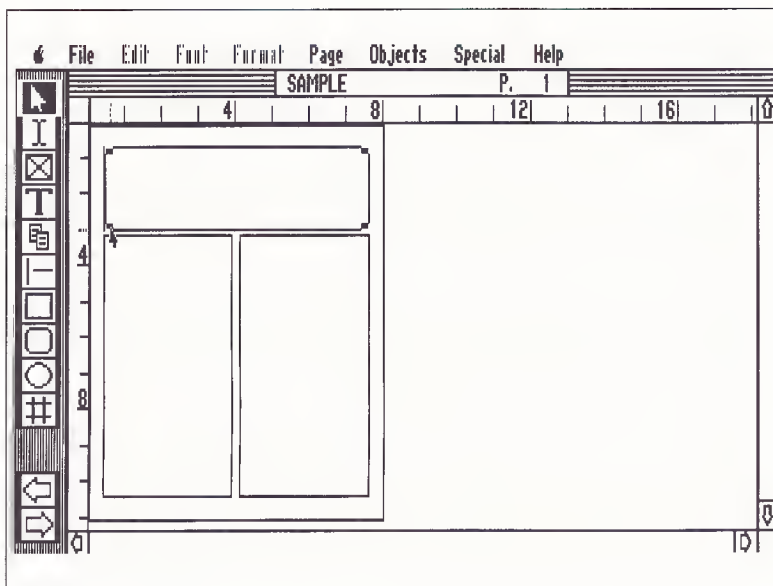
Figure 9

3. Position the � as shown in Figure 9 above. With the pointer on the object handle, press and hold your mouse or joystick button and drag to the desired size.

4. Release the button and the column (or any object you resize) will be redrawn.

Using the � tool, you can resize objects using any of the handles. To reposition an object without changing its size, position the pointer inside the selected object (one with handles showing) and hold down the button on the mouse or joystick. As you move the � the object is repositioned.

Modify and reposition the masthead text column to match the example in Figure 7.

One more text column is needed for the newsletter – the narrow one beneath the heading. You can draw objects, including text columns, "free-hand," without using the layout guides.

• Click on the T tool to draw the text column.

• Position your pointer just below the heading column and drag the mouse to draw the column. Refer to Figure 7 for the correct size and position.

Using the ▣ tool, modify this column to match the one shown in Figure 7. It doesn't have to be perfect, and you can always go back and adjust it later.

The last part of the layout is the graphic frame, shown as Frame C in Figure 7. Click on ⊠, the Graphic Frame tool. Create this frame the same way as you did the text columns. If necessary, select 🮰 and resize the graphic frame to match the one shown in Figure 7. Don't worry about the position. We'll let PUBLISH IT! 2 align it precisely. Just make sure it fits inside the text column.

Usually, objects are controlled individually. For the next function, you must select two objects.

1. Select the 🮰 tool.

2. Press the ⌘ key while you click on text Column B. Handles will appear on the object.

3. Keep pressing the ⌘ key and click on the Graphic Frame, labeled C in Figure 7. Click several times. Notice that with each click the handles appear and disappear. The object is being alternately selected and deselected. ⌘-click is one way to select multiple objects as a group. Before continuing, make sure that handles are showing on only Column B and Frame C.

4. Pull down the OBJECTS menu and select the Align... option. If Align... is gray and you can't select it, that means you have not selected two or more objects. Repeat Step 3 in that case.

5. When the Align Dialog Box appears, select Right Edges from the left-hand column of choices and Top Edges from the right-hand column.
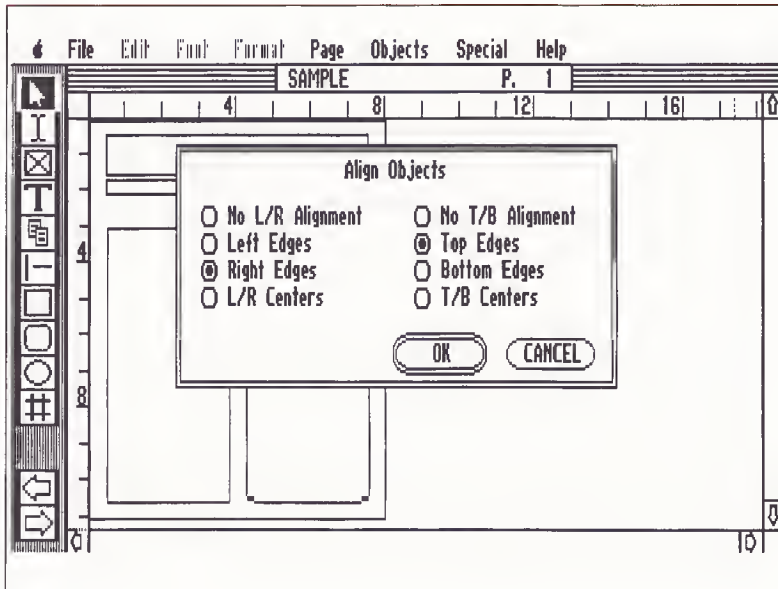
Figure 10

6. Click on OK. The two selected objects will be aligned along their top and right edges.

7. To deselect these objects, click the pointer anywhere outside the Work Area. Press ⌘ S to save at this point.

## Writing Text

Now that you know the basics of laying out the page, it's time to add some text. We have supplied some for this example so you can get started right away.

1. Click on the I-Beam tool $\boxed{\text{I}}$ at the left of the display to activate it.

2. Now click anywhere inside the first text column you created, marked 'A' in Figure 7. Look closely and you'll see the Insertion Point blinking in the upper left corner of the text column. It appears very small because of the reduced page view.

3. Pull down the FILE menu, and select Import AppleWorks File... The File Selector Dialog Box appears. Briefly, the File Selector is where all of your disk accessing takes place. The File Selector is "function sensitive," meaning it will only display the names of files that apply to the menu option you selected—in this case, only AppleWorks word processor file names are displayed.

   If you are using 5¼-inch disks, there won't be *any* file names listed. The sample AppleWorks files are on Side 2 of the Program disk. Insert Side 2 and click on Drive. (Disk swapping is allowed at the File Selector.) Click on the file named TEXTA, then click on OPEN. Follow any disk placement prompts that appear.

   If you are using 3½-inch disks, click on the file named TEXTA, then click on OPEN.

The text is imported at the Insertion Point in Text Column A. Notice the thick line at the bottom of the column. This indicates that there is more text than can be displayed. You can get the rest of the text to move into Text Column B with a feature called linking.

1. Click on the Linking Text tool 🔳 in the Tool Box.

2. Click on Text Column A first, then on Text Column B. The excess text from Column A will flow to Column B.
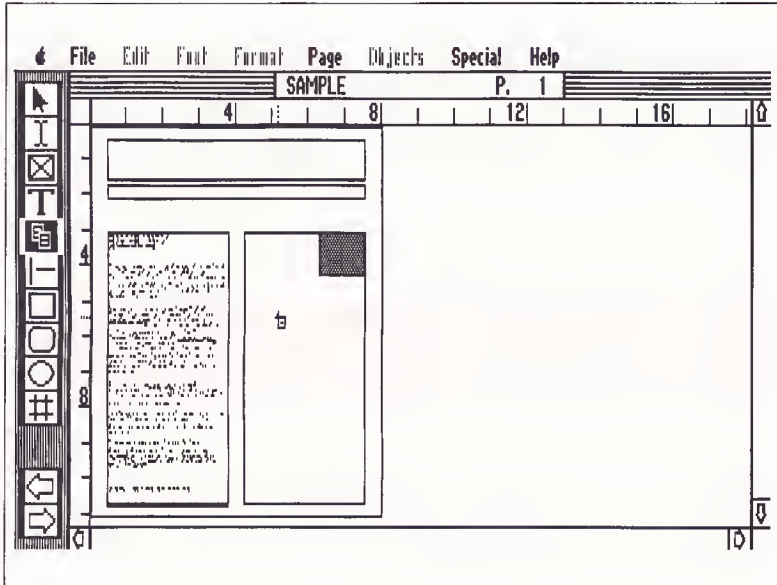


Figure 11

You can link together as many columns as you need, even on different pages. Later, as you edit your text, PUBLISH IT! 2 maintains the flow of text through the linked columns. Now, import the rest of the text.

1. Select the I-Beam tool Ⓘ again.

2. Point to the bottom of the text in Column B and click.

3. Pull down the FILE menu, and choose Import AppleWorks File...

4. Follow the same procedure you used to import the TEXTA file, but this time choose TEXTB, and click on OK. (Remember, if you're using 5¼-inch disks, you'll need to change disks and click on DRIVE.)

You've created a Graphic Frame for a piece of art. Note how the text automatically flows around the graphic frame.

## Adding Artwork

To import a picture into your newsletter:

1. Click on the pointer [▶].

2. Click on the Graphic Frame to select it. (Handles will appear.)

3. Pull down the FILE menu and select Import Picture... When the File Selector appears, choose GRAPHIC.C, then click on OPEN. (5¼-inch disk users, the file is on Side 2 again.)

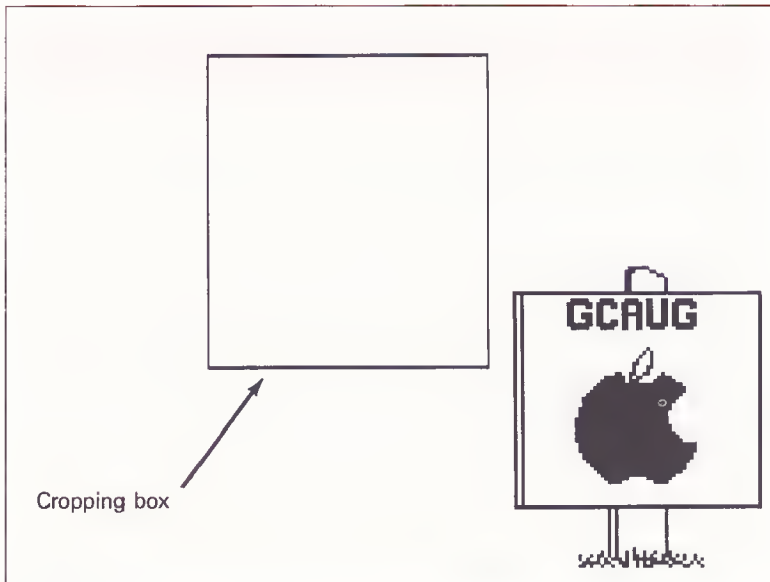After you select the picture file, the cropping screen appears.

Figure 12

The cropping box, shown in Figure 12, can be moved with the ⬆⬇ ⇄ keys or dragged with the mouse or joystick (See Chapter 2). You can resize the cropping box by holding down the ⌘ key and pressing the ⬆⬇ ⇄ keys. When resizing, the lower right corner of the cropping box remains stationary.

Surround the graphic with the cropping box and press (RETURN). The area inside the cropping box will be imported to the graphic frame and you will be returned to your document.

## Adding a Page Number

Select the Page Numbering Tool ⊞. Then, move the icon to the lower right of the layout and click.

The page will automatically be numbered "1" when printed.

Since the document is now miniaturized on your screen, let's enlarge it to see only half of it at once, but in much clearer detail. To do this, pull down the SPECIAL menu and select Half Size.

Next, we need to add the masthead to our newsletter.

1. Select ⌐I⌐, the I-Beam.

2. Click in the narrow text column just beneath the main heading column. Type **Volume 2, No. 2**; then press the **(SPACEBAR)** to the 6 inch mark. Type **December 1992**.

3. With the I-Beam, click on the main heading column.

4. Pull down the FONT menu and choose Select Font. You will see a dialog box listing the fonts available. Choose Madison 48.

5. Click on OK. Now, type in **Apple News**.

6. Pull down the FORMAT menu and select Justification... Click on the X next to Use Page Standard to deselect it. This allows you to make a change to this one paragraph without changing the entire page. Click on CENTER and then on OK.

## Trying Out Some Features

Now that you have everything in your newsletter, perhaps you'd like to experiment a little. Press ⌘ ① for a more convenient view. Click once in the gray part of the right-hand scroll bar to move down one screenful.

1. Click on ⊥.

2. Move the ⊥ to the beginning of the first paragraph of Text Column A. Drag down to the end of the paragraph to highlight it.

You have just highlighted this text. Now we'll underline all of it.

3. Pull down the FONT menu and select Underline.

If you change your mind, you may undo the underline by pulling the FONT menu and clicking on Underline again.

Now, to make the masthead really stand out, let's make the letters white on a black background. This will be easier in Half Size view, so press ⌘ ③.

1. Click on ⊥ and highlight the words Apple News. Pull down the FONT menu and select Outline.

2. Click on ☐; then click and drag to create a rectangle over the top of the main heading column.

3. From the OBJECTS menu, select Set Fill Pattern...
   Click on the white polka dot on black pattern and then on OK. This pattern fills the rectangle you created.

4. With the handles still showing that this object is selected, pull down the OBJECTS menu again and select Move to Back.

5. The masthead is back, but now you can't see the pattern. Click on ▶ and then on the heading column. When the handles appear, choose Show Specifications... from the OBJECTS menu.

6. In the Show Specifications Dialog Box, click on Transparent and then on OK.

The words Apple News now appear white against the dark patterned background.

To add a final touch, put borders around the volume number column.

1. Select Frame Borders... from the PAGE menu.

2. In the dialog box that appears, click on the border size second from the top and then on OK.

3. Click on ▶ and then on the volume number column directly below the masthead.

4. Pull down the OBJECTS menu and select Show Specifications... Click on the Frame Border box.

Because Column Outlines are on, you won't see any difference until you print.

## Saving Your Work

Your finished newsletter is almost ready to print. Before you do that, though, you should save it. To save a file, pull down the FILE menu and choose Save File...

Your document has been saved with the name SAMPLE you gave it at the start. If you want to save it with a different name, select Save File As... instead.

## Preparing to Print

Now you're ready to see the completed newsletter before it's printed.

Select Preview from the FILE menu. A portion of the page, the same as in Show Full Size, will appear. All fonts and graphics will appear just as they will be printed. Move around the page using the (↑↓) (⇄) keys. Press (ESC) when you're ready to go back to the regular screen.

Now, to print the newsletter:

1. Make sure your printer is connected to your computer, turned on, and has paper in it, properly aligned.

2. Pull down the FILE menu and choose Print...
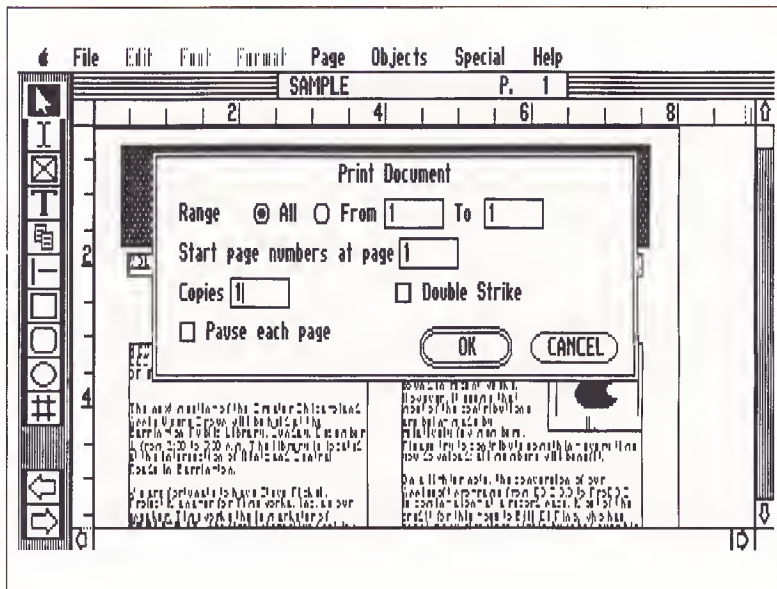
3. A dialog box will appear.

Figure 13

4. The options in this dialog box are discussed in detail in Chapter 5. Click on OK for now.

Congratulations! You have just created and printed your first document with PUBLISH IT! 2.

## Exiting PUBLISH IT! 2

Use Quit to exit PUBLISH IT! 2. Just choose Quit from the FILE menu or hold down the ⌘ key and press Q.

A dialog box will appear and ask for confirmation.

To exit the program, click on OK. You should always quit this way—don't just reset your computer.

If you have a program selector installed (such as ProSel™* or Catalyst™*), Quit will return you to your selector.

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™*Trademarks of their respective companies.

■ Introduction
■ Step 1. Page Layout
■ Step 2. Entering Your Text
■ Step 3. Creating Your Graphics
■ Step 4. Adding the Finishing
  Touches
■ Step 5. Printing Your Documents

5
The Five Steps
to Desktop
Publishing

# 5 THE FIVE STEPS TO DESKTOP PUBLISHING

## Introduction

There are several preliminary steps in creating any document for the first time. The file should be named, and a number of program settings should be checked.

Fortunately, none of these steps requires you to memorize anything. Each step is on a pull-down menu (reprinted in Chapter 6), and the HELP menu can lead the way until then.

## ■ The Help Menu

When you choose one of the options from the HELP menu, an informational dialog box will appear. Click on CONTINUE to view more information or CANCEL to return to your document.

If you are using 5¼-inch disks, you will be prompted for the correct disk.
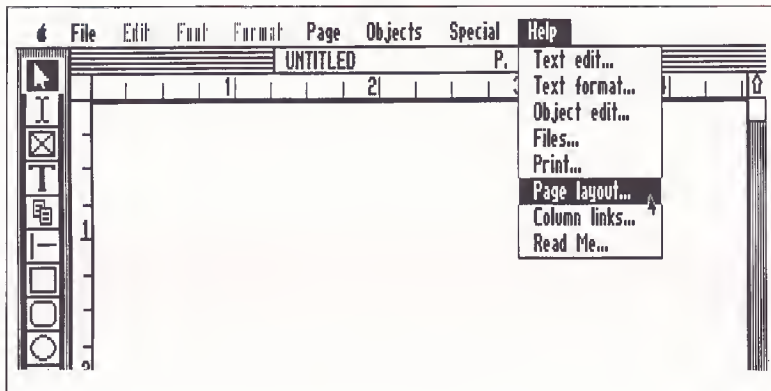


Figure 14

## ■ Active Menu Options

There is a strong interaction between the Tool Box and the menus in PUBLISH IT! 2. When you first enter the screen's Work Area and the �the is selected as a default, the EDIT, FONT and FORMAT menus are dimmed, showing that they are inactive and not available for use. Pull down one of these menus and you'll see that the menu items are also dimmed.

Items within the active menus are also affected by the tool you've chosen. If you pull down the FILE, PAGE and OBJECTS menus, you can see the highlighted commands and functions which are available as well as those which cannot be selected at this time.

When you select a menu, notice that some items have keyboard equivalents ("Quick Keys") listed to the right of the function name. Once you've learned PUBLISH IT! 2, you can save time by using the Quick Keys. To use a Quick Key, hold down the ⟨Ô⟩ key and press the letter or number for that command—⟨Ô⟩⟨Q⟩ to Quit. There are Quick Keys for a number of menu functions. At the beginning, though, the program is easier to learn by using the pull-down menus. A full list of PUBLISH IT! 2 Quick Keys can be found in Chapter 6 and on the reference card.

As you experiment with the powerful features of PUBLISH IT! 2, the program will be your best teacher. The process will soon become intuitive.

## ■ Saving Your Settings

This option saves your default settings for any option that was active at the time you chose Save Settings, including settings for column guides, the page size, line, pen and fill choices and your default data directory. *It does not save your document.*

## ■ The File Selector

PUBLISH IT! 2 supports ProDOS sub-directories directly from the File Selector. The File Selector appears when you want to open a file, import text or graphics, select Save as . . ., Delete or Install/De-install Fonts.
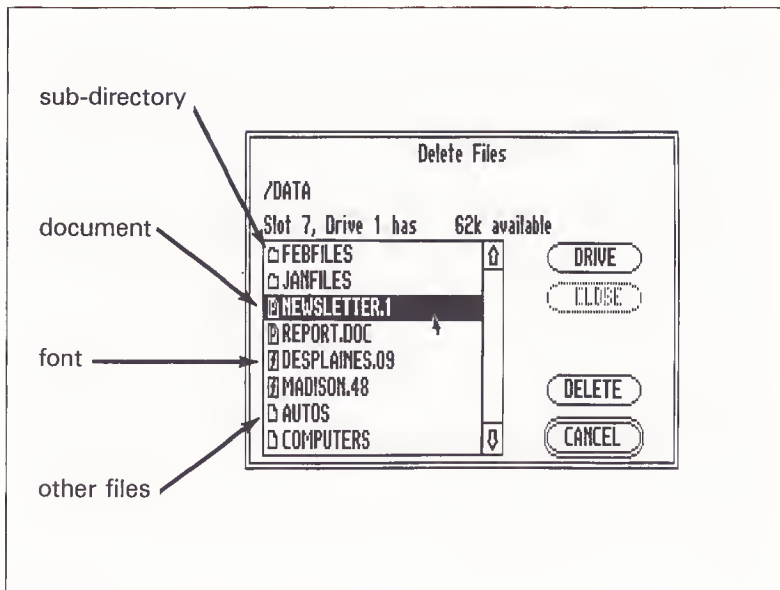
Figure 15

The current drive, slot and directory path are displayed, along with a list of file names (if any). The names displayed in the File Selector are preceded by one of four visual symbols to aid you in identifying what type of file is being displayed. The symbols indicate that a file is a sub-directory, a PUBLISH IT! 2 document, a PUBLISH IT! 2 font file, or anything else. Highlight a file name and double-click on it to open or press ( RETURN ) . If the selected file name is a sub-directory, the ProDOS pathname will reflect the change, and the files contained within the sub-directory will be displayed (if any). You can also open the file by highlighting the file or sub-directory name and clicking on OPEN.

To go back to the previous sub-directory, click on the ProDOS pathname or on the Close Box.

Click on DRIVE to display the files from another on-line disk drive.

NOTE: Pressing (**RETURN**) in a dialog box is the same as clicking on the box with the thicker outline. If you change your mind and want to leave the dialog box without opening a file, click on CANCEL or press (Ġ)(.). Another shortcut exists within Alert Boxes. Alert Boxes are dialog boxes that beep as they appear. For example, when you select Quit, an Alert Box appears and prompts "Are you sure. ." Instead of clicking on YES or NO, you can also press (**Y**) or (**N**) from the keyboard.

## ■ Opening a New File

PUBLISH IT! 2 provides a default document name of "Untitled." If you wish to name your document before starting it, or you wish to abandon the document you are currently working on, choose the New File. . . option from the FILE menu or press (Ġ)(**Z**). A box will appear with a blank line for the file name. Type a short name (not more than 15 characters) which quickly describes the theme of your document or publication. You can use letters, numbers and the period, but the name must begin with a letter.

If you are saving, for example, your flower club's second newsletter, you might call it "FLORAL2" as a file name so it would be easier for you to retrieve later from the list of file names.

To return to your document, click on OK or press
[RETURN] .

# ■ Saving Files

The Save File option saves your document under the
current file name.

If you save frequently, (it is always a good idea to save
your documents at least every 20 minutes), another way to
do it is to press [Ⴚ][S], the Save File Quick Key. On
single drive systems, a dialog box will prompt you to insert
your data disk. If you want to use a different name, use the
Save File As... option.

# ■ Saving a File with a New File Name

This option allows you to save the current document under
a new name or to a different disk or sub-directory.

To use this option, choose Save File As... from the FILE
menu or press [Ⴚ][A].

The ability to save a document to a different file name can
be useful in a number of ways. For example, if you want to
save a layout to use in designing other documents, you can
save your current document under more than one name so
that you can preserve the current document and still have
copies available for use in creating other layouts.

You can also save the document in various stages of development under different names.

The Save File as... File Selector will appear with the current file name. To change the file name, type in the new name. To save the file to a different disk, insert the disk and click on the DRIVE button.
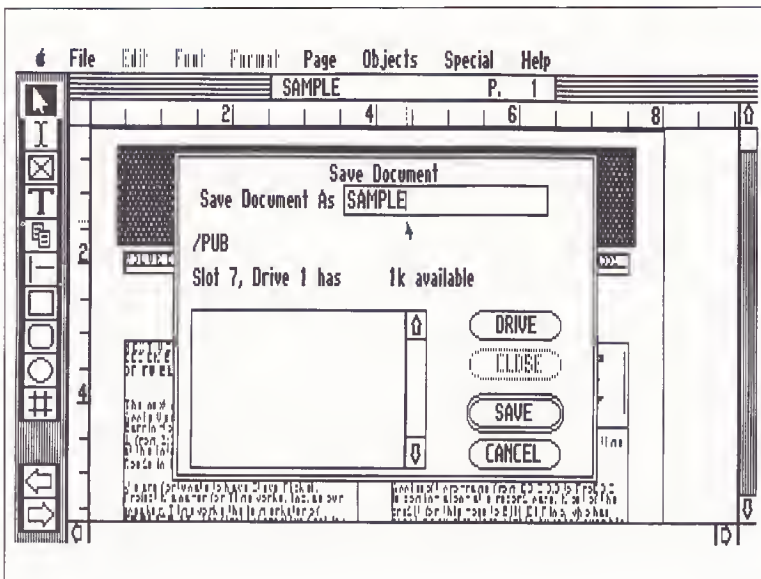


Figure 16

To save the file and return to your document, click on SAVE or press [RETURN].

## ■ Deleting Files

To permanently remove a file from your data disk, choose Delete File... from the FILE menu. You can only delete one file at a time.

A File Selector will appear with a list of file names. Select the one you want to remove and click on DELETE.

An Alert Box will appear asking you to confirm your decision.

## ■ Checking Available Memory

From time to time, you will want to check the memory available for your document. Pull down the ⬤ menu and select Status... for information on your computer's current memory availability and information on how many objects you have remaining to place on the current page (the maximum allowed is 65). This is what the Status Dialog Box looks like:
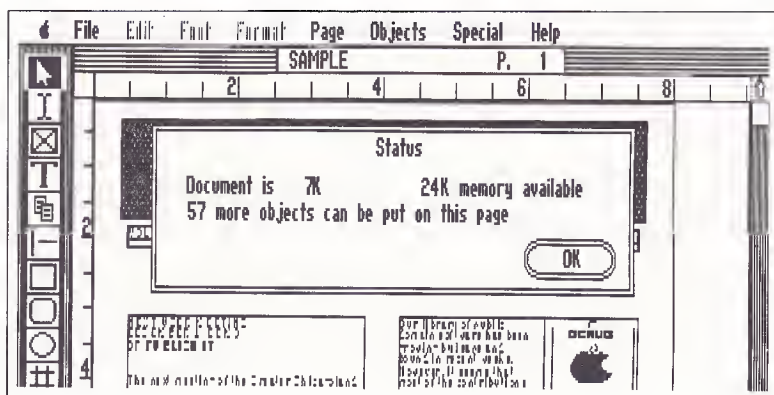


Figure 17

If you run low on memory, the program will notify you. To return to your document, click on OK.

Now, let's start to produce a document.

## Step 1. Page Layout

While it's possible to begin your document anywhere—with design, artwork or words—and to move back and forth among these three parts of your documents whenever you wish—we will present these ideas starting with the page layout, continuing with the text possibilities, then graphics and finishing with the printing of your document.

## ■ Setting the Page Size

Before you start your layout, you must tell the computer what page size you want to use. Select the Set Page Size... option on the PAGE menu.

Selecting this option allows you to choose your paper size from four U.S. and international standard page sizes. The choices are U.S. Letter, U.S. Legal, A4 Letter and B5 Letter. These last two are approximately 8¼x11⅔ inches and 7x10 inches respectively.

The two choices under each of these are for the width of paper your printer uses. Only wide carriage printers and laser printers can handle a full 8½-inch line width. *Do not select 8½-inch page width if you have a standard size dot matrix printer.*
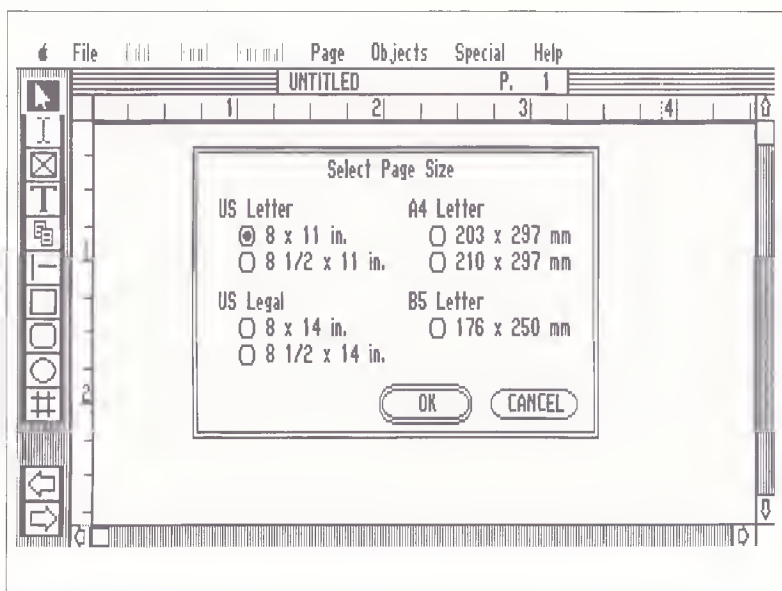


Figure 18

A dialog box will appear with four pre-defined page sizes. Select the page size for the paper you have loaded in your printer (or a page size you plan to use for this document or publication).

Click on the page size you want to use, then click on OK.

What do you do if the page size you want is not listed? For example, you want to lay out a business card or an 11x17-inch flyer.

For the smaller page sizes, such as for the business card, use the on-screen rulers to assure that your design stays within the size you want for your business card. When the page is printed, you will only use the section of the page you want.
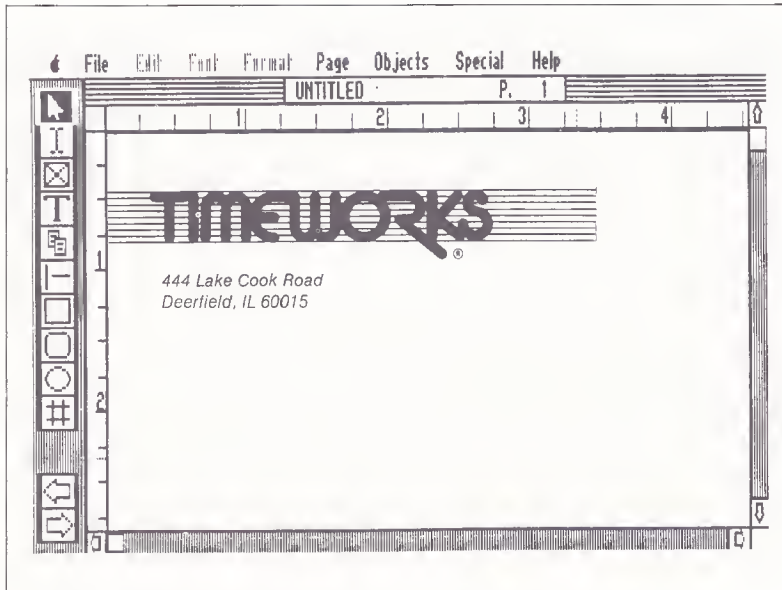


Figure 19

For a larger page, like an 11x17-inch sheet, you could work with two 8½x11-inch pages and paste them next to each other.

Figure 20

# ■ Selecting Pages

You select pages by clicking on [←] and [→] in the lower left corner of the display. The current page number is shown after the document title.

# ■ Adding and Deleting Pages

To add pages to a document, choose the Insert Page option on the PAGE menu.

Selecting this option will cause a new page to be inserted before your current location. The page you were working on and all subsequent pages will be renumbered.

To append pages at the end of the document, click on ➡ until you reach the last page. If you click on ➡ again, you will be asked if you want to add a page. Click on OK to do so.

To delete a page, select the Delete Page option on the PAGE menu. Selecting this option will delete the current page. All subsequent pages will be renumbered and moved up one page in your document. You will be given a chance to confirm your decision to delete a page. If you decide not to delete the page, click on CANCEL or press (**RETURN**).

NOTE: Delete Page erases text columns and reflows your text through the remaining chain. Text will not be lost if any linked columns remain. Text that is not part of a chain on another page will be lost.

If you can't remember the total number of pages in your document, select Print from the FILE menu. At the top of the dialog box are two numbers From...To. The To value is the last page number. Click on CANCEL to return to the document.

# ■ Viewing Pages

PUBLISH IT! 2 lets you work on a document page in four different views. To change to a different view, choose a size from the SPECIAL menu:
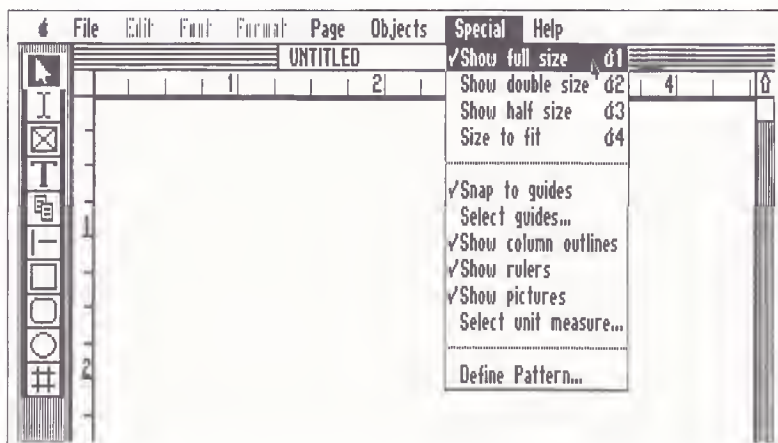


Figure 21

You will be able to edit text, define graphics, or use the ▶ tool to move and resize objects in any view as shown later.

1. With the Show Full Size option, you can see text and graphic elements on the display in the size they will appear on your print-out. However, you can only view a portion of the page at a time.

2. The Show Half Size option shows the page at about half the size that it will print out. You will view the page in full width, but will be able to view only a portion of the length.

3. Show Double Size is like a close-up. Use for fine-tuning your text blocks or graphic elements.

   Use the Scroll Arrows and Scroll Boxes on the sides of the screen's work area to move the page up, down and from side to side so you can view different sections of it. As you move, the rulers along the top and side will inform you of your location on the page.

4. Use the Size to Fit option if you would like to view the full page at once. You may not see the text clearly because of its reduced size, but you can see what your layout looks like. Your page will appear on the left half of the screen.

NOTE: You cannot print anything you place outside the page area in the Size to Fit view, but you can use that area to try out ideas and then move them to the left half of the screen. Anything on the right side will be saved, even though it will not be printed.

## ■ Design Guides

To make designing your pages easier, PUBLISH IT! 2 provides a guide system that helps position objects quickly and accurately on the page. Although these guides appear on your screen, they will not be printed on your document.

A check mark next to Snap To Guides (on the SPECIAL menu) indicates that the option is active. Snap To Guides work when creating text columns and graphics, not when moving or resizing. If you overlap a guide when drawing it, your object will snap to the outer edge of those guides.

To use this feature, select the page guides you want to use with the Select Guides option. The page can be divided into rectangular regions composed of 1 (1 x 1), 4 (2 x 2), 9 (3 x 3), 16 (4 x 4) equal parts or no guides if you do not want guides to appear on your display. The guides you choose will remain in effect until you change them or until you quit PUBLISH IT! 2. To save a guide setting as a default, set your guides and then choose Save Settings from the ⬤ menu.
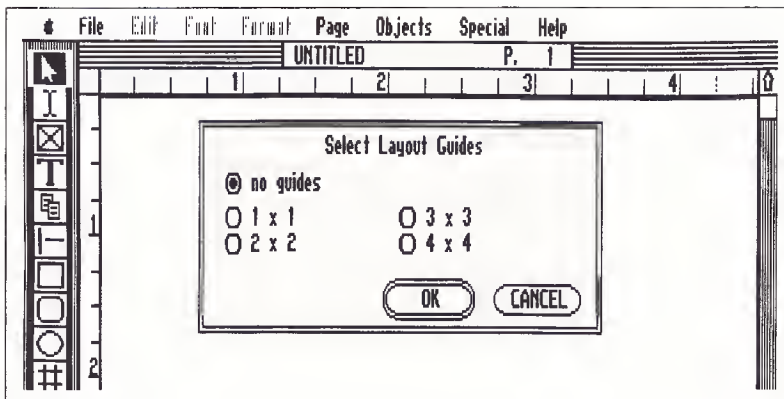


Figure 22

You may change or remove the guides at any time.

If the Snap To Guides are on when you create a text column, graphic or graphic frame, it will align with the nearest Page Guide. You must start and end the object within the guidelines for Snap To Guides to work. If the start or end points fall outside all of the guide boxes, the object won't snap.

## ■ Showing the Column Outlines

This option from the SPECIAL menu allows you to turn the display of text column and graphic frame outlines on and off. It does not affect the text within the defined areas or the text columns themselves or printing, since column outlines are never printed. Choosing Show Column Outlines from the SPECIAL menu toggles this option on and off. A check mark next to Show Column Outlines indicates that the option is active.

## ■ Choosing Measurement Units

Choosing measurement units for the on-screen rulers is as simple as choosing Select Unit Measure from the SPECIAL menu. With this option, you are free to choose the unit of measure with which you want to work:

- Inches
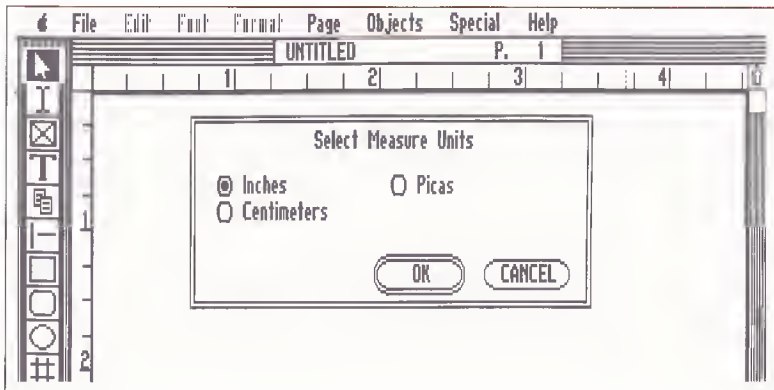- Centimeters
- Picas (6 picas = 1 inch)

Figure 23

NOTE: In PUBLISH IT! 2, picas will be both the horizontal and vertical unit of measurement, even though the type fonts will be measured in points. A point is 1/12th of a pica (1/72 of an inch).

The default settings are in inches. The units of measure chosen here affect the on-screen rulers and other measurements, especially in the FORMAT, PAGE and OBJECTS menus. If you will always be using centimeters or picas, remember to select Save Settings from the ✿ menu.

## ■ Setting the On-Screen Rulers

Rulers help place items and size them on the page with reasonable precision. Two indicators, one on each ruler, show the position of the mouse pointer at any time. As you scroll the page, the rulers change to reflect the current position.

The Show Rulers option toggles the horizontal and vertical rulers on and off. Rulers are very helpful when laying out a page, but as you work on text, you may want the extra screen space that's made available by turning off the rulers.

## ■ White Space

When laying out your page, keep in mind that the absence of objects is important, too. The space left over after you have everything in place, in fact, becomes as much a part of the page as the elements you inserted. This is called white space. Used properly, it adds pleasing contrast to the art and text on the page. So, when you're reviewing your page layout, take a moment to review the size of the margins, the amount of space between the lines of text, the amount of space around the artwork and the distances between the headlines and the body copy. White space adds to a crisp, clean-looking page. Avoid, however, what is called negative white space, that is, white space surrounded by art or text. This white space is considered undesirable because it resembles a donut hole on the page.

# ■ Aesthetic Considerations

All page layouts should consider the audience. Obviously, the audience for an advertising flyer is not expecting something that looks like a wedding invitation. A greater proportion of black to white may be perfectly acceptable in an ad, but very unacceptable in a poetic greeting card. As you design each document, try to put yourself in the reader's shoes. If you're writing for senior citizens, for example, maybe you don't want 12-point text. Perhaps 14-point is a better choice. For more hints on layout see Chapter 7.

Objects are such an important part of the program that they bear some discussion. Let's do that now.

# ■ The Concept of Objects

PUBLISH IT! 2 is an object-oriented desktop publishing program. With the Tool Box you can create seven types of objects. The objects are:

- graphic frames ⊠
- text columns T
- horizontal or vertical lines |−|
- rectangles ▢
- round-cornered rectangles ▢
- circles ◯
- page numbers ⊞

Only one tool can be selected at a time. Select a tool by clicking on it. Tools are deselected automatically when you choose another. Selecting one of the tools will activate some menus and menu options and deactivate others.

To create an object, first click on the desired tool and then move to the spot on the page where you want to place the upper left corner of the object. Press the mouse button and drag to where you want the lower right corner, then release the button.

Several objects drawn on a single page may overlap each other. Each object is actually on a single plane, with the most recently created object on top.

## ■ Selecting Objects

An object must be selected before it can be manipulated. Click on the [▶] tool and then on the object. Clicking on a new object deselects any other object on the page. To deselect an object without selecting another object, click in a blank section of the Work Area.

When an object is selected, small squares, called handles, appear at its corners. Any handle can be dragged to resize the object.
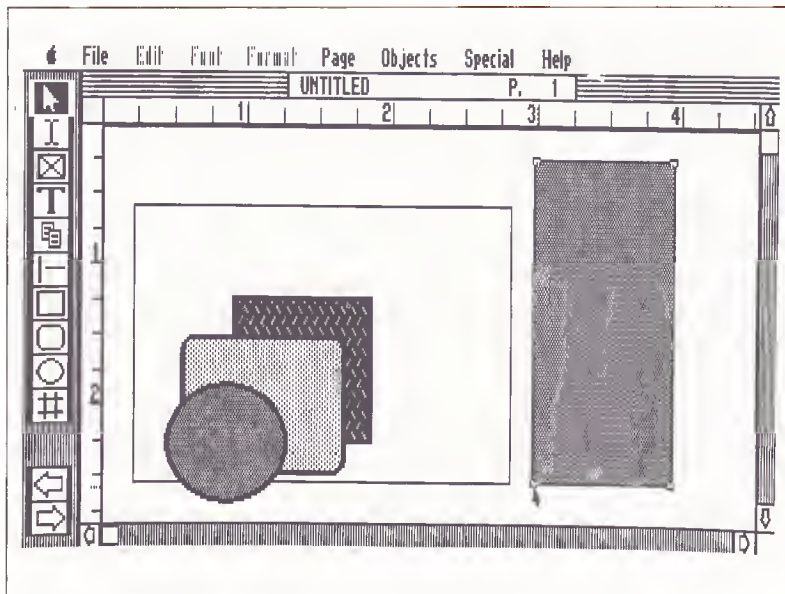
Figure 24

PUBLISH IT! 2 objects may overlap each other or may be stacked in front of one another on the page. As objects are created, if two or more of them overlap, the most recently created object will be on top. You may change the order in which the objects are stacked by selecting objects with the ▲ and choosing either Move to Front or Move to Back from the OBJECTS menu.

*WARNING:* If the object you are moving to the back (bottom) is smaller than the other objects, it may be hidden by other objects. To retrieve it, immediately select Move to Front. If the object is no longer selected, you'll have to keep selecting the top-most object and send it to the back until the hidden object reappears.

## ■ Grouping Objects

You can drag objects around your page. But what if you need to move several objects together in a group? You can move all of them by using the grouping feature.

Using the 🡔 , drag the arrow pointer from a point above and left of the target objects to a point below and right. Be sure to start dragging from a point that has no objects. As you drag, you will see the outline of a box being drawn, almost as if you were creating another object. When you release the mouse button, the box will disappear, and every object that was inside the box will become selected.

In addition you may select multiple objects by holding the ⌘ key and clicking on the desired objects, one after another. Objects can be deselected with a second ⌘-click.

You may now drag any one of these selected objects, and all the rest will follow. Other functions available for grouped objects are cut, delete, change fill and line patterns and change line weights.

NOTE: Some OBJECT menu items are not available for groups. They will appear "dimmed."

## ■ The Group Alignment Function

When you want to precisely align two or more objects, you must first select the objects using one of the methods discussed previously.

Once you have selected two or more objects, select the Align . . . option on the OBJECTS menu. A dialog box will appear with two columns of choices. Select one choice from the column on the left and one from the column on the right.

Objects are aligned according to the object furthest in the direction to which you are aligning, except when aligning the centers. Then, all objects will be aligned in the center of the group.

The left column controls left/right alignment. Your choices are:

**No L/R Alignment** — Objects will not be moved left or right of their current position.

**Align Left Edges** — All selected objects will be moved horizontally to the left-most edge of the left-most object.

**Align Right Edges** — All selected objects will be moved horizontally to the right-most edge of the right-most object.

**Align L/R Centers** — All selected objects will be moved horizontally to the center of the entire group.

The right column controls top/bottom alignment.

**No T/B Alignment**—Objects will not be moved up or down from their current position.

**Align Top Edges**—All selected objects will be moved vertically to the top-most edge of the top-most object.

**Align Bottom Edges**—All selected objects will be moved vertically to the bottom-most edge of the bottom-most object.

**Align T/B Centers**—All selected objects will be moved vertically to the center of the entire group.

NOTE: The Align... option is not active unless two or more objects have been selected.

## ■ Object Specifications

PUBLISH IT! 2 objects can be moved or resized with the ▲ . For more precise work, you can choose Show Specifications... from the OBJECT menu. With this option, you can determine and modify the exact size and location of a selected object.

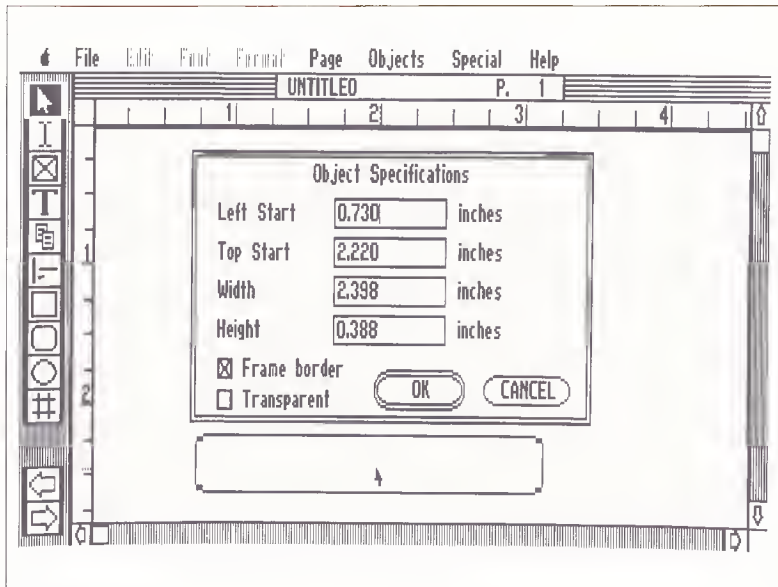**Figure** 25

Specification sheets vary with the type of object selected, but all have Left Start and Top Start coordinates.

## What the dialog box displays:

| | |
|---|---|
| Left Start | Shows where the selected object's left edge starts relative to the left edge of the page (in inches, cms or picas as chosen in the Unit Measure option of the SPECIAL menu). |
| Top Start | Shows where the selected object's top edge starts relative to the top edge of the page. |
| Width | How wide the selected object is. |
| Height | How high the selected object is. |

Transparent          Select this to have underlying objects show
                     through text on top.

Frame Borders   On or off for this object.

You may resize and reposition the selected objects with
precision by changing any or all of the selections in the
dialog box. For some objects, not all of the selections will
be available. For example, there is no width option shown
for a vertical line, because width is determined by the line
weight selected when the line is drawn.

Click on the box with the value you want to modify and
type in the change or use the [TAB] key to move between
boxes.

When you finish, click on OK. The selected object will be
adjusted according to your changes.

## Defining Transparent Text Columns

By selecting a text column and then the Show
Specifications option, a text column can be specified as
being either Transparent or Opaque. (The default is
Opaque.) If you select Transparent, the contents of the
underlying objects will show through.

Use this method to create text that appears to be contained
within a tinted column—it is actually a transparent column
with a filled box beneath it. This is also a good way to
move text very close to graphics without the graphic
forcing the text away. The graphic is really behind a
transparent text frame.

Be careful when using transparent columns. It is possible to have an object appear to be unselectable even though it's in plain sight. It may be that the object is actually behind the transparent column. You'll have to move the transparent column out of the way in order to select the one in back.

NOTE: Text cannot show through other text columns.

### Defining Frame Borders

You can add borders to individual text columns and graphic frames by clicking on the Check Box in the Show Specifications... option. Select Frame Borders from the PAGE menu to set the thickness and offset of these frames (the distance between the object and the frame). While the thickness and offset of the frame borders is the same for all frames on the same page, the borders can be turned on or off on a frame-by-frame basis. The frame thickness and offset may be different for each page.

## ■ Copying, Cutting and Pasting Objects

When working on objects with the pointer tool, if you want to duplicate an object, use the ▶ to select the object, then choose Copy ( ⌘C ) from the OBJECTS menu to copy the object to the program's internal clipboard. The selected graphic will not disappear from the screen, but a duplicate will be held in a buffer (clipboard) until you are ready to use it. Choose Paste from the OBJECTS menu, or hold down the ⌘ key and press V. A copy of your graphic will appear in the center of your screen. Use the ▶ to drag it to a new position.

Once an object has been copied to the clipboard, the original object can be moved or deleted without affecting the copy in the clipboard. Cutting an object works the same as copying except the original is removed from the screen.

## ■ Deleting Objects

You can remove objects using one of two methods: with the (**DELETE**) key or the Cut method.

To delete an object select it with the � ▮, and then press (**DELETE**). The object is permanently erased from the screen.

*WARNING*: Deleting with the (**DELETE**) key is irreversible.

The Cut option on the OBJECTS menu also deletes objects. Unlike the above method, cut objects are placed in the clipboard and can later be recalled with the Paste option, providing nothing else has been cut or copied to the clipboard. The clipboard can only hold one object at a time; cutting or copying will replace any previously cut or copied objects.

## Step 2. Entering Your Text

Now that you understand the concept of objects, let's talk about specific ways you can use them, beginning with your text.

## ■ Creating Text Columns

Move the pointer to [T] in the Tool Box and click on the Text tool. Notice how this tool is now highlighted and [▶] is deselected. You are ready to create a text column.

Simply move the mouse into the Work Area. As long as the [T] tool is active, every drag in the Work Area will start a new text column.

A text column is a defined region on the screen which resembles an empty box or frame (when you have column outlines turned on). The program displays a rectangle to indicate the border of the new text column, so you can judge its size and shape as you create it. If you move the pointer past the window boundary while creating a text column, the window scrolls automatically.

Release the mouse button when the column is the right size. If both the start and end points of the column fall within the guidelines and Snap To Guides is selected, your text column will snap to the nearest guide.

PUBLISH IT! 2 considers text columns to be objects, so you can drag, resize, delete, cut, copy and paste using the ⬚. Remember, if you cut or copy a text column, the "frame," not the text within, is cut or copied. A little experimentation with this function will show you how to create text columns of all sizes anywhere on the screen, including on top of each other.

Text may be entered from the keyboard or imported from another file to a particular text column or to a specified series of text columns.

NOTE: At least one column must exist before you can enter or import text. Furthermore, PUBLISH IT! 2 will not allow text to be placed outside of a text column.

## The Text Tool and Entering Text

PUBLISH IT! 2 gives you two ways to enter text: either by using its built-in word processor or by importing text from your own word processor or other programs. Before you can enter any text, you need to create a text column as explained above.

To enter text, select the I-Beam tool ⬚ and click the I-Beam pointer on the text column in which you want to work.

The text insertion point will appear, and you can begin typing.

As you type, words wrap automatically at the end of a line so there is no need to end each line by pressing the [RETURN] key. Text will fill the column and any overflowed (extra) text will be indicated by a double width border at the bottom of the text column (if Show Column Outline is on).

The appearance of your text input depends on the font you're using and on the size of your screen objects. The default font is Deerfield 12 point. Text layout within the column depends on the settings in the FORMAT and PAGE menu.

Remember, before you can enter text, follow these steps:

1. Select [T] from the Tool Box.

2. Create text columns by dragging. Select Snap To Guides for precision placement of these columns.

3. Select [I] from the Tool Box.

4. Click on the column where you want to enter text.

## Importing Text

Text columns may also be filled with text imported from other documents. PUBLISH IT! 2 reads documents created by AppleWorks and Bank Street Writer directly and documents created with most other word processors if the files are in standard ASCII format.

NOTE: What is ASCII format? ASCII text is as close to a universal computer standard as possible. Text that has been stored in ASCII format from almost any word processor can be used in PUBLISH IT! 2. For more information on how to get your documents into standard ASCII, see your word processor manual.

If you want your imported text to be in a special font and/or style, you can make your font and style selections before importing.

To import text, select $\boxed{\text{I}}$, and click on the text column in which you want the file to be placed. Choose Import Text File from the FILE menu (or Import AppleWorks File or Import Bank Street Writer File). The Import Text File option includes AppleWriter files.

A File Selector Box will appear with a list of file names. Select the one you want.

To import the file and return to your document, click on OK. (Remember, you can double click on file names to open them!)

The files do not have to be just word processing files. If they are saved in ASCII, you can import data base and spreadsheet files, too.

You have the option of removing carriage returns from the imported ASCII file. When the Alert Box appears:

Click on YES when you are importing a text file. This includes all paragraph-oriented files where reformatting (shifting or moving the text) is unimportant. If you are creating the text file to import, separate your paragraphs with a blank line and click on YES when importing.

Click on NO when importing single-line oriented files or files with columnar information where reformatting (shifting or moving the text) is not desired. This includes an Appleworks spreadsheet that has been printed to disk or lists that you do not want run together.

NOTE: The options for importing text files will be dim and unavailable on the menu, unless you have clicked with the $\boxed{\text{I}}$ in your text column to create an insertion point.

Selecting Import AppleWorks File... will preserve underline, bold, superscript and subscript text and sticky spaces for an AppleWorks word processor file. When using Import Bank St. File..., note that Bank Street Writer files cannot be distinguished from picture or other program files, so be careful when selecting the file name. Formatting options, such as tabs, indent and margins must be assigned in PUBLISH IT! 2.

## Linking Text Columns

In PUBLISH IT! 2, text columns are usually independent objects.

To support articles that span several columns (and even pages), the program lets you link text columns together in a chain. If text in a linked column is edited the entire chain is automatically updated.

For example, if while editing you enter text in the first of two linked columns, text overflows automatically into the second column. If you resize a text column, PUBLISH IT! 2 dynamically reflows the text to fit the new column size.

Use 🔗 to link text columns by clicking on each column in the sequence you want your text to flow.

If the text columns are on different pages, flip the pages with ◀ ▶ between clicks of the 🔗 Linking tool. When you finish creating the chain, click on 🔗 again to complete the link. When you enter or import text, it will automatically flow through the text columns in the order in which you have linked.

## The Rules of Linking

There are some rules to linking which you must observe:

- Selecting 🔗, you will see a small hook on the bottom of the pointer. The first click on a column establishes the start of a chain (or insertion into a chain) and moves the hook to the top of the linking box. Subsequent clicks on different columns create the links. Clicking on 🔗 in the Tool Box ends the chain.

- Columns selected with the ▶ can be deleted by the (**DELETE**) key, but the text remains and is distributed to other columns, if any remain in the chain. If no columns remain, the text in the deleted column is lost. An Alert Box will appear, giving you a chance to change your mind. Columns added to the linked chain will flash.

- Columns selected with the ▶ are removed completely from a chain by Cut. All linking information will be lost.

- Paste does not insert a column into a chain. Use the Linking tool to link columns.

- A column can only belong to one chain at a time. Typing *any* text into a new column makes that column a separate article which *cannot* be linked to an existing article. To flow text through, you must delete the column, create a new column and then link it.

- To unlink a column, select the 🗐 tool and double-click within the column.

- Linking can only go forward. An article can't flow from Page 2 to Page 1.

If you make a mistake or change your mind about the text flow, unlink the chain and start over.

## Unlinking Columns

To unlink columns, use the 🗐 to double click on the column you want unlinked. For example, you have linked three columns—1, 2, and 3. Select 🗐, then double click on Column 2, and the text will disappear from it. Columns 1 and 3 are still linked, and 3 will contain the text that was previously in 2. When you have unlinked a column, click on 🗐 in the Tool Box to complete the process.

## Inserting Linked Columns

If you insert columns into an existing chain, use [🔲] to link them. Click on a column in the chain and then click on the new text columns. When you're finished, click on [🔲] in the Tool Box to complete the linking process.

If you Cut or Copy and Paste linked text columns from another page or document, you must use the Linking tool to relink the text columns.

## Merging Chains

You can also merge existing chains. For example, suppose you have six columns linked as two separate chains—1,2,3 and 4,5,6. You decide that the text in the second chain fits right in the middle of Chain 1. Select [🔲] from the Tool Box, then click on Column 2 and then on Column 4. The new consolidated chain is now 1,2,4,5,6,3.

## Deleting Linked Columns

Columns are objects, so they may be cut, copied or deleted as instructed previously. However, the text within a column is treated separately. If you delete the middle column of a 3-column linked chain, the text within that column would reflow to the third column. If you try to delete a single unlinked column that contains text, the program will warn you that you are about to lose that text, as text cannot exist independently of a column.

## ■ Editing Your Text

Editing text in PUBLISH IT! 2 is as easy as in a word processor. You can always enter new text by clicking with ⍿ where you want to add. Following is a discussion on how to delete, cut, copy and paste text.

Before you can edit, you must highlight, or select, the text. PUBLISH IT! 2 provides several shortcuts to selecting text. By first selecting the I-Beam tool and clicking in a text column, you may then select:

**A Word** – Double click with the mouse to select the word at the current cursor location.

**A Sentence** – Press ⌘⎓. Press again to select the next, and so on.

**A Paragraph** – Press ⌘ RETURN . Press again to select the next, and so on.

**To End** – Select this option on the EDIT menu or press ⌘ E to select all the text from the cursor to the end of the current article.

If the portion to be highlighted is not such an easy division, you can drag over the text. Press ⌘ and the ⇅ ⇄ keys or press SHIFT ⌘ and click on the text.

### Deleting Text

First, be sure the ⊥ is selected from the Tool Box. To delete a section of text from within a text column, highlight the text, then press the DELETE key or choose Cut from the EDIT menu ( ⌘ X ). DELETE erases text permanently. Cut moves text to the clipboard where it can later be recovered with Paste. The text to be cut can be as little as one character or as long as about 1000 characters.

### Cutting and Pasting Text

Highlight the text you wish to move. Pull down the EDIT menu and choose Cut or hold down the ⌘ key and press X. The selected text disappears from the screen and is stored in the clipboard.

Choose a new insertion point with ⊥ and select Paste from the EDIT menu ( ⌘ V ). Paste retrieves the text from the clipboard and places it at the new insertion point. You may continue to paste the cut text as many times as you want until you cut or copy again.

### Copying and Pasting Text

Use Copy to place selected text in the clipboard while leaving it on the screen as well. To copy, highlight a text range and choose Copy from the EDIT menu, or press ⌘ C. The selected text will not disappear from the screen (but will be held in the clipboard until you are ready to paste it).

Point and click at the position you want to paste the text (on the same or another page).

Choose Paste from the EDIT menu, or press ⌘ Ⓥ.

You can repeat the last two steps if you want to insert the selected text in more than one location.

## Finding Text

PUBLISH IT! 2 can search your text for a particular character, word or phrase (numbers, too) and, if you want, replace it with something else. These features are found in the EDIT menu as Find..., Find Next, Replace... and Replace & Find.

To find a particular word or phrase, move the Ⓘ to the first character in the text column you want to search. Click (a text insertion point will appear). Select the Find... option on the EDIT menu and type in the text you are searching for in the dialog box. Then, click on Find.
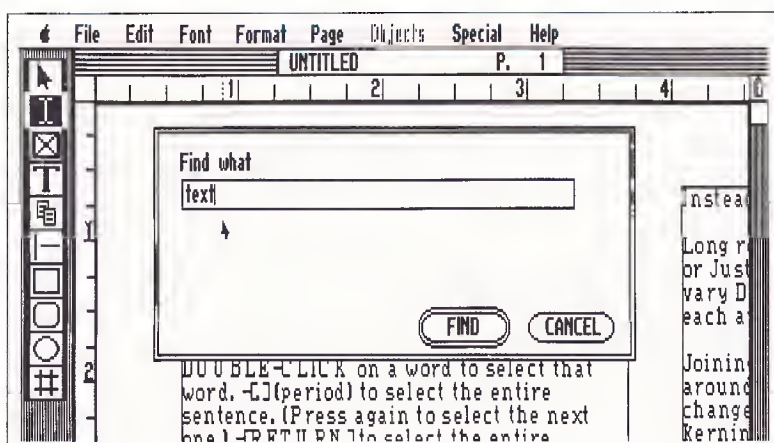


Figure 26

If the search was successful, the character, word or phrase will be highlighted on the screen, and a text insertion point will appear at the end of the highlighted text.

Once a character, word or phrase has been entered in the dialog box of the Find command, every occurrence can be found in the same page by using the Find Next option. To repeat the search, select Find Next or press ⌘F.

NOTE: You must use Find before you can use Find Next.

If the search was unsuccessful or no more occurrences are found, an Alert Box will appear to tell you so.

NOTE: When the text is highlighted, you can manipulate or change the text area, using options in the EDIT and FONT menus. The text could, for example, be changed from Plain to Bold, to another font or size, or it could be copied and pasted elsewhere.

## Replacing Text

To replace a text string in your document, use Replace... from the EDIT menu. This command enables you to find a character, word or phrase and replace it with another. It is especially useful when editing large amounts of text within PUBLISH IT! 2. Since the program "remembers" the last used find and replace string, you can easily change either string in the dialog box.

To use this option, move the $\boxed{\text{I}}$ to the first character in the text column you want to search. Click and a text insertion point will appear.

Choose Replace... from the EDIT menu. The following dialog box will appear.
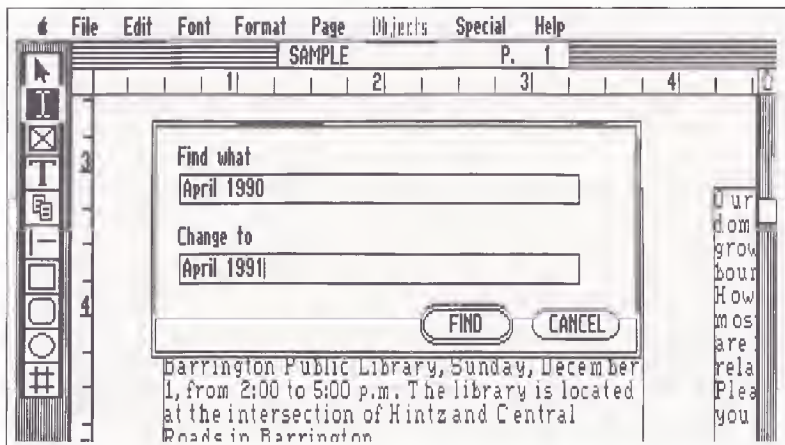


Figure 27

Click on the top box and type in the character, word or phrase you want to find. Move to the next box, click (or use the (TAB) key), and type in the replacement text. Click on FIND. You'll be informed if the string is not found.

Once a character, word or phrase to find and a replacement have been defined in the dialog box under Replace, you can repeat the sequence throughout an entire page. Choose Replace & Find from the EDIT menu, or press (⌘) (R).

Use ⌘F to find the next occurrence without replacing.

## Setting Tabs

If you are designing tables with columns of words or figures, it can be difficult to keep the columns straight just using the [SPACEBAR]. To move the cursor to the correct place quickly and easily, you can use tabs. For example, if you want three columns of numbers, at .5, 1.0 and 1.5 inches from the left of the frame, you can set tabs to move to those locations.

To set tabs for your page, select the Tabs... option from the PAGE menu. A dialog box will appear.
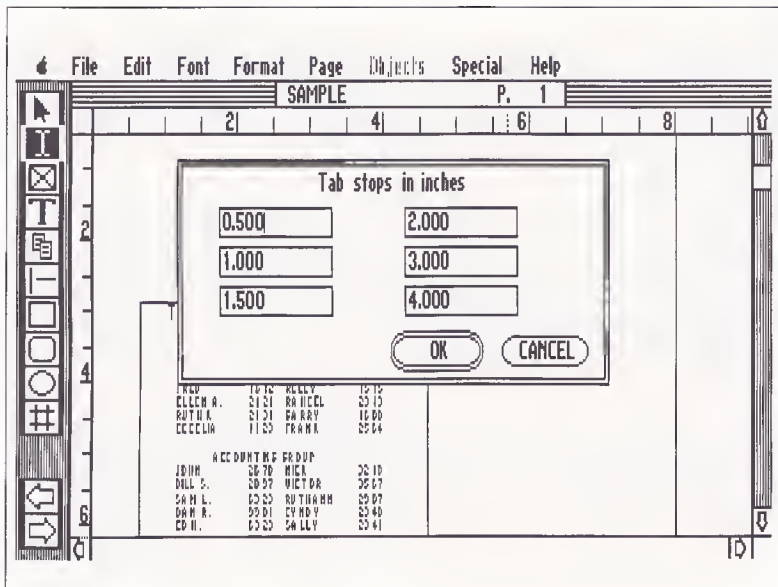


Figure 28

Click on the first input box and type in the tab setting
you want. You do not have to enter the tabs in order.
PUBLISH IT! 2 will put them in order for you.

You can set up to six tab stops per page. Tabs are
measured from the left of your *column*, not from the edge
of the *page*. The distance is measured in inches,
centimeters or picas, as set in the Select Unit Measure. . .
option of the SPECIAL menu.

To move the text insertion point to a tab location, press the
[TAB] key on your keyboard.

## Sticky Spaces

If you have a phrase or name that you don't want split
between two lines, use the Sticky Space option.
Terry Fleming, Sticky Spaces and Search & Replace, for
example, could all use sticky spaces.

When PUBLISH IT! 2 wraps words from one line to
another and a Sticky Space has been entered, it will treat
the group of words as one. If the group is too long to fit at
the end of a line, PUBLISH IT! 2 moves the whole group
together to the next line.

To use Sticky Space, put the [I] between two words, delete
the original space and press [⌘][SPACEBAR]. Repeat as
often as necessary.

## Soft Hyphens

PUBLISH IT! 2 usually wraps entire words from one line to the next. Sometimes, if the word is very long, a line appears with too much space, either at the end for left justified or between words for full justified. You can insert soft hyphens in the wrapped word to break it and adjust the spacing. Click on the point in the word you would like to insert a hyphen. Press ⟨⟩⟨−⟩. Part of the word will now be placed on the too-empty line above. Later, as you make changes and the text rewraps, that hyphen will disappear as the spacing readjusts and the word no longer needs to be broken. You can place as many soft hyphens in a word as necessary.

## Number Spaces

When creating tables of numbers in PUBLISH IT! 2, you will find that all digits take up the same amount of space—that is, they are not proportionally spaced as alphabetic characters are. Consequently, pressing the spacebar between columns of digits introduces uneven spacing, since spaces are considered alphabetic characters.

To solve this dilemma, we have included number spaces. Number spaces, as their name implies, take up the same amount of space as a digit.

Press ⟨⟩⟨0⟩ to get a number space. When you use number space, lines of text will be easier to align than with proportional word spacing.

### Automatic Runaround

PUBLISH IT! 2 automatically flows text around any object that is placed in front of it.

Text flows from left to right, so automatic runaround will normally flow around the left side of an object. To force a right-side flow, place the graphic slightly to the left of the text column. The easiest way is to click on ▶ in the Tool Box, click on the text frame and then select Show Specifications... from the OBJECTS menu. Make a note of the number shown in the Left Start Box. Click on CANCEL and then click on the graphic you want to place. Select Show Specifications... again. In the Left Start Box, enter a number that is at least 1/1000th less than the text column. For example, if the text column is 1.125, you would enter 1.124. Text will now flow around the graphic frame on the right hand side.

## ■ Text Formatting

What makes a periodical readable and inviting is that someone has taken the care to organize the text in a pleasing fashion. This is called "formatting." It involves the margins, the spacing between lines and between paragraphs, and the type appearance and size. All these things draw the reader's eye from beginning to end of a document.

Most of your formatting options will be entered in the PAGE menu and affect the entire page. To specify a different format style for a paragraph or group of paragraphs, select these options from the FORMAT menu instead. Click on the Use Page Standard Box to remove the X and allow the FORMAT menu selections to override the PAGE menu selections. These options require that the $\boxed{\text{I}}$ be clicked in a text column before you can select them.

For example, you want most of the text on the page to be left justified, and one paragraph to be right justified. Set Justification. . . to *left* on the PAGE menu. Select the one paragraph and set Justification. . . on the FORMAT menu to *right*. Be sure to deselect Set Page Standard on the FORMAT menu.

The sections below give you details on using the Justification, Spacing and Margins/Indent options on the FORMAT pull-down menu. Use the same procedures for these options on the PAGE menu.

### Justifying Paragraphs

You can align text in the paragraph you're currently working in using the FORMAT menu. You can justify text left or right—aligning text on the left or right column margin, leaving the other margin "ragged" or uneven. Two other choices are full and center. Full justification will align text on both the left and right margins, adding space between words if necessary. Center will make the column ragged on both sides by centering each line.

Justification can be applied to a single paragraph, selected paragraphs or the whole page. To change the justification characteristics of an individual paragraphs, click on any line in the paragraph you wish to work on with the $\boxed{I}$. Then pull down the FORMAT menu and choose Justification...
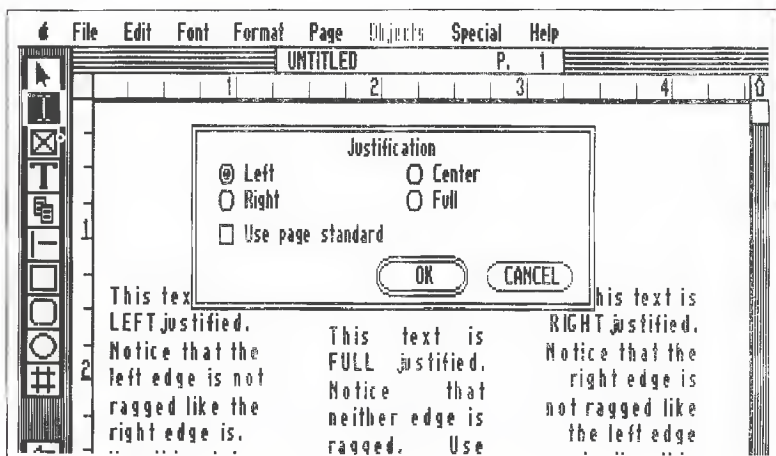


Figure 29

---

NOTE: The Use Page Standard selections refer to the values entered in the Justification... option on the PAGE menu.

---

A dialog box will appear. Click on the options you want to use. (You must deselect the Use Page Standard setting if you want to change the justification of this paragraph or group of paragraphs.)

NOTE: The options on the FORMAT menu only affect the paragraph the text insertion point is currently in or the group of paragraphs you have highlighted. The similar options on the PAGE menu affect all the text on the entire page.

Justification can apply to groups of paragraphs; simply highlight the paragraphs and choose Justification...

## Spacing

You also have the ability to change the horizontal and vertical spacing between letters, words, lines and paragraphs. To change any of this type of spacing, click at a point in the paragraph where you want to work. Then, select the Spacing... option on the FORMAT menu and the following dialog box will appear:
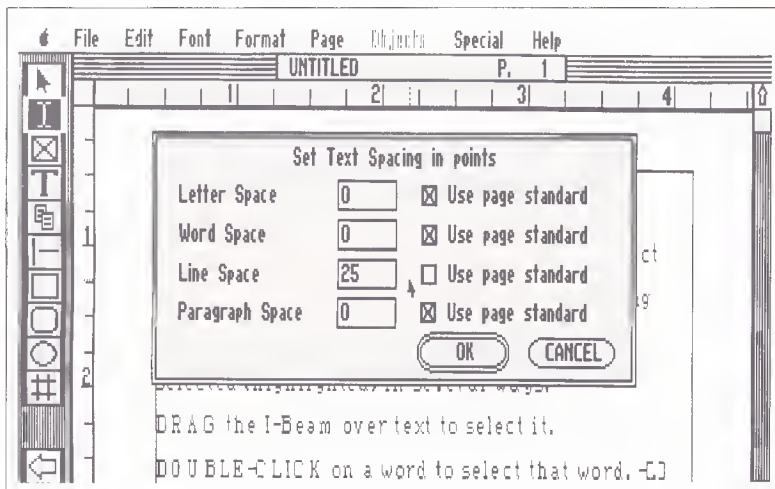


Figure 30

Click on your selection and enter revised spacing for the item. Then click on the box next to the Use Page Standard for that item to deactivate current page settings.

## Letter Spacing

Letter spacing moves all the letters in a paragraph farther apart. This is the exact opposite of kerning, discussed later.

To space letters, use the $\boxed{\text{I}}$ to select the paragraph or paragraphs with the letters you want to space. Select the Spacing... option on the FORMAT menu and type in a value (in points) for letter spacing. When you click on OK, the letters will be spaced that many points apart.

## Word Spacing

The Word Spacing option on the Spacing... dialog box is used to modify the spacing between words in a paragraph.

Click the $\boxed{\text{I}}$ on the paragraph with the words you want to work with and then select the Spacing... option on the FORMAT menu. When the dialog box appears, click on the word spacing entry box and enter the new spacing you would like to use.

## Line Spacing

Lines of text are spaced vertically within a paragraph. To change the spacing between lines (also referred to as leading), select your paragraph and choose Spacing... from the FORMAT menu. When the dialog box appears enter the desired spacing in points.

The value you specify represents the distance, in points, added between the lines of text.

## Paragraph Spacing

Paragraph spacing is the amount of space between paragraphs. Normally, spacing between paragraphs is the same as between lines.

Paragraph spacing is changed by selecting a range of paragraphs, choosing Spacing... from the FORMAT menu, and typing a new value in the dialog box, followed by clicking on OK.

PUBLISH IT! 2 then adds the point value as extra space before that paragraph.

## Margins and Indents

Choose Margins/Indent to set or change your left or right margins and paragraph indent.

Use the $\boxed{\text{I}}$ to select a paragraph or highlight a range; then select the Margins/Indents... option on the FORMAT menu. A dialog box will appear:
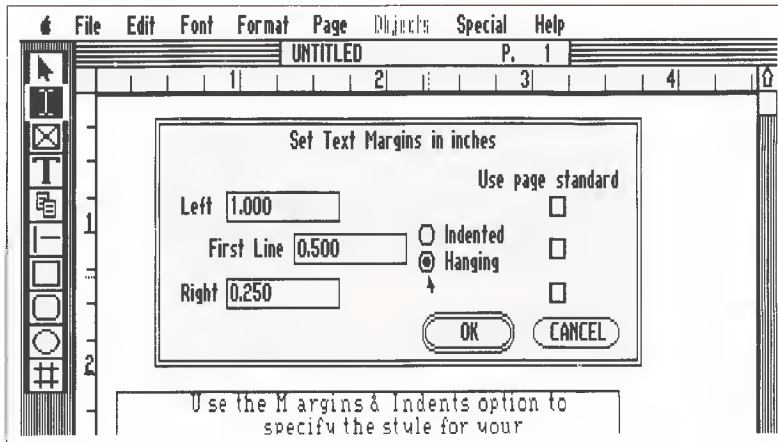
Figure 31

The Left and Right Margins are measured from the edge of the column, not the edge of the page.

The Indented and Hanging options refer to the First Line value. Click on Indented — the value entered for First Line will be added to the Left Margin value, and the first line of each paragraph will be indented that much. So if you have a 1-inch Left Margin and .5 for First Line, the first line of your paragraph will be indented 1.5 inches.

Click on Hanging — the value entered for First Line will be subtracted from the Left Margin value. Using the same amounts as the above example, the first line of the paragraph will be indented .5 inches, and the rest of the paragraph will be indented 1 inch. This is a good trick for formatting resumes.

## Kerning

Spacing between letter pairs is controlled by the defined width of each character. In certain cases you may wish to change the spacing on a character-by-character basis. With PUBLISH IT! 2 you can reposition individual characters, moving them closer together using Kern... from the FORMAT menu.

A typical situation where a change in character spacing is warranted is with certain combinations of letters, like AV, that show too much space between them. To move the letters AV together, place the $\boxed{I}$ between the two letters you want to kern and click. The text insertion point will appear between the letters.

Choose Kern... from the FORMAT menu, and a dialog box will appear. Type in the number of points you want to remove in the selected space. When you click on OK, the spacing between letters is reduced by that number of points. The larger the number, the closer together the two letters move. (You must repeat this sequence each time you want to reduce the space between letter pairs.)

NOTE: Sometimes text on the screen may appear to need kerning because the on-screen representation of the text does not exactly match what will be printed out. We suggest that you use the Preview option from the FILES menu (discussed later) before deciding to kern.

To see if you have already kerned letters, position the cursor between them and look to see if the Kern option has a check mark next to it.

AWAY WE GO!
Without Kerning

AWAY WE GO!
With Kerning

Figure 32
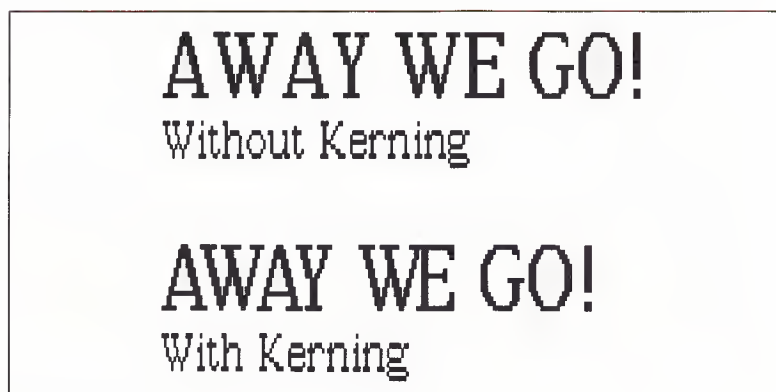
To increase space between two characters, place an extra space between them and then kern.

## ■ Fonts, Faces and Special Effects

Text font, size and style are chosen from the FONT menu. As with other text options, these are assigned by selecting a text range and then choosing the appropriate menu options.

PUBLISH IT! 2 automatically chooses Deerfield 12-point as the start-up text font.

To change to a new font: select a block of text, or just click on ⌶; either click in a text column or highlight a block of text; and then choose Select Font... from the FONT menu. Alternately, you may press ⌘ W to select a font. A scrolling dialog box will appear with all the available fonts and sizes. Chapter 11 shows examples of all the fonts that are included with PUBLISH IT! 2. More fonts are available in the PUBLISH IT! 2 add-on accessory packages.

Click on the font and size you want to use. Then click on OK. The text you have selected will change to this font and size.

Style (special effects) options are selected from the FONT menu also. Style choices include Plain, Bold, Italic, Underline, Outline, Shadow, Superscript and Subscript.

If you establish a new text type (font, size and style) without selecting a block of characters, the text insertion point takes on the chosen text type, so any characters typed from that point on will be in the new type.

To quickly cycle through the different type options, pull down the FONT menu, and you will see these options:

| | | |
|---|---|---|
| Next Size | ⌘ | N |
| Next Type Face | ⌘ | T |

Highlight a block of text and then press ⬆T or select the Next Type Face option from the FONT menu. The block you have marked will automatically change to the next type face available in the same size. If you press ⬆T again it will change again. Keep pressing ⬆T, and you will cycle through to the original typeface again.

Press ⬆N or select the Next Size option to cycle through the available type font sizes for the current type face.

This is a convenient way to view alternatives right on your computer display.

## Plain Text

Use this option to return to the basic (plain) style of a type face if you have been using, for example, bold or italics.

Select a range of text, then choose Plain from the FONT menu or press ⬆ Y. This will erase all the attributes (bold, italics, etc.) of the selected text.

## Bold Face

Choose Bold for a more dramatic (thicker) style of a type face.

Select a range of text, then choose Bold from the FONT menu, or press ⬆ B.

### Italics

Choose Italics to make a word or phrase stand out (slanted) from the rest of the text.

Select a range of text; then choose Italics from the FONT menu, or press ⊙ Ⅰ.

### Underlining Text

Choose Underline as another way to make a word or phrase stand out from the rest of the text.

Select a range of text; then choose Underline from the FONT menu, or press ⊙ Ⅱ.

### Outline Faced Lettering

Outline is a graphic style of a font. Each letter looks like a frame. It should be used sparingly for such things as announcements, brochures or invitations.

Select a range of text, then choose Outline from the FONT menu.

### Shadow Face Lettering

Like Outline, Shadow should be used sparingly for special effects.

To use this option, select a range of text, then choose Shadow from the FONT menu.

## Superscript

Superscript (and Subscript) are mostly used in technical publications (i.e. footnotes in a mathematical, medical or chemical article or promotion piece).

Choose Superscript to set text a half line above the other text.

Select a range of text, then choose Superscript from the FONT menu, or press ⌘ Ⓗ.

## Subscript

Like Superscript, Subscript is mostly used in technical publications. Choose Subscript to set text a half line below the other text.

Select a range of text, then choose Subscript from the FONT menu, or press ⌘ Ⓛ.

## Combining Styles of a TypeFace

You can combine all styles of a type face (Bold, Italics, Underline, etc.) except Superscript and Subscript for special effects or emphasis.

To combine styles:

1. Select a range of text; then choose the first style (i.e. Bold) from the FONT menu, and you are returned to the screen's Work Area.

2. Pull down the FONT menu. You will see a check mark next to Bold, which indicates it has been selected.

3. Select the next style and you are again returned to the screen's Work Area.

4. Repeat Steps 2 and 3 as many times as you want. If you click on a style again, the check mark will disappear, and that style will no longer be active.

You will be in the combined style until you select another style or face.

### White Text (or Reversed)

By combining PUBLISH IT! 2's capabilities, you can obtain still another text style—white text. Using the Outline text style in a transparent column, overlayed on a black or patterned object, will give the appearance of white text as in the next heading. Try the Shadow text style, too.

## Step 3. Creating Your Graphics

PUBLISH IT! 2 offers several ways to include graphics in your publications:

- Create graphics with the drawing tools included in the program. These tools can be used to draw simple objects such as lines, boxes, circles and round cornered boxes. You can also use these built-in drawing tools to highlight elements of your page layout as shown in the sample documents included with PUBLISH IT! 2.

- Import graphics from other sources. PUBLISH IT! 2 recognizes standard APPLE high resolution and double high resolution graphics. Dazzle Draw™* or MousePaint™* can be used to create this type of graphics. Computereyes™* can also produce this type of graphic.

We have included a wide assortment of importable graphics with the PUBLISH IT! 2 program. See Chapter 11 for samples of all the artwork provided. These can be modified with drawing programs like Dazzle Draw.

- Import graphics directly from Print Shop™* Graphics Library disks.

- Another way to include graphics in your publications that will be professionally printed is to leave a "hole" on your page and insert the graphic before it is reproduced.

See Chapter 8, "Sample Publications," for examples.

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*Trademarks of their respective companies.

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## ■ Graphic Objects

You can add lines, rectangles, circles and round cornered rectangles to your pages using a variety of line types, widths and patterns.

PUBLISH IT! 2 provides four graphic object tools: line, rectangle, round-cornered rectangle and circle. Use |—| to create either horizontal or vertical lines (rules) by dragging up and down, or left and right. Select □ to create a square or rectangle with right angle corners. Select ▢ to create a square or rectangle with rounded corners. Select ◎ to create circles. All these types of objects may be moved, overlayed or underlayed, resized or deleted by using ▶.

You can create interesting visual effects by experimenting with the pen patterns for borders and the fill patterns.

A moving rectangle indicates the size of the object being drawn. If the crosshair pointer leaves the window area, the window scrolls automatically. You can also use guides and the Snap To Guides option when drawing the objects.

## ■ Line Weights and Pen Patterns

PUBLISH IT! 2 provides a large assortment of widths and styles for borders and lines. You can choose from six line widths and 24 pen patterns, including eight user-defined pen patterns. Change the width or style of a selected line with Set Line Weight..., or the outline of a filled box or circle with Set Pen Pattern... on the OBJECTS menu.

To change a line weight or pen pattern, select the object by clicking on it with � and, then select this option from the OBJECTS menu. You can also select a group of objects to change.
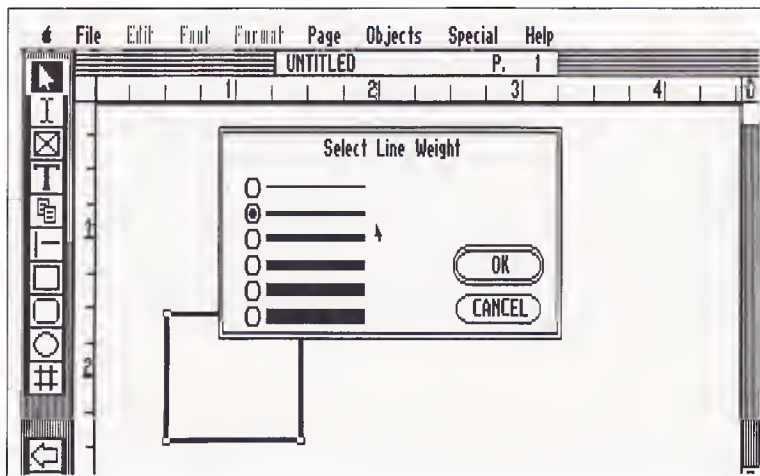


Figure 33

## ■ Selecting Fill Patterns

PUBLISH IT! 2 features 24 fill patterns that can be used for interiors of graphic objects and offers the ability to create your own pattern with Define Pattern....

To choose a fill pattern, select a graphic object; then select the Set Fill Pattern... option on the OBJECTS menu.
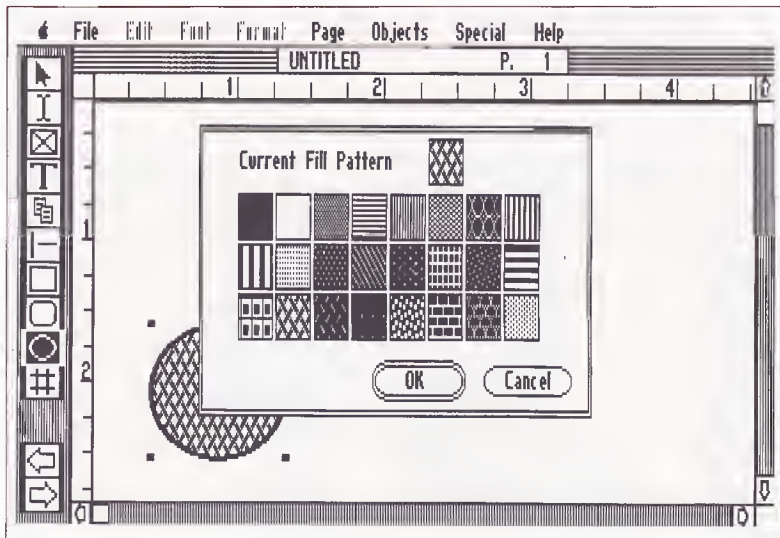
Figure 34

A selected pattern fills the interior of any selected graphic object. The selected pattern becomes the default until you change it.

To change a fill pattern, select the object; then select this option. Click on the fill pattern you want. Then, click on OK.

## ■ Defining a New Pattern
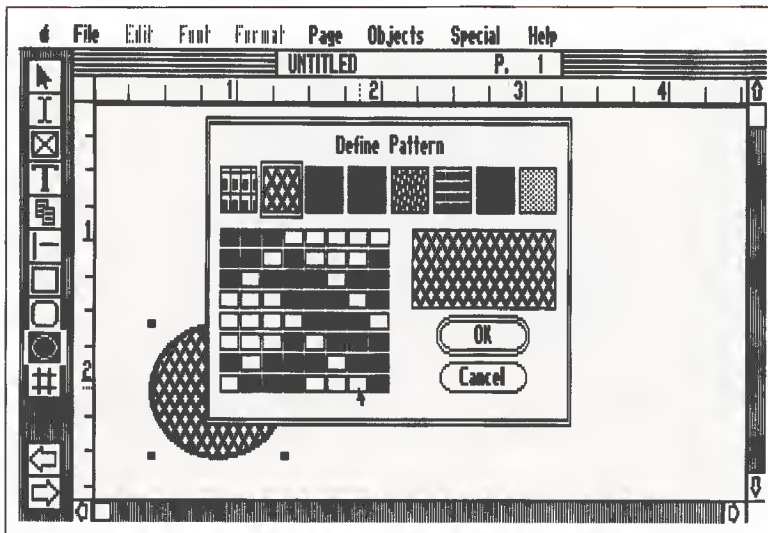


Figure 35

Design your own or modify any one of up to eight existing patterns. Selecting Define Pattern from the SPECIAL menu will bring up a dialog box with eight pen or fill patterns which you can define. Click on a pattern to select it. The currently chosen pattern is shown in a close-up cell at the right. The work area is at the bottom left. Clicking on a cell in the 8 x 8 matrix shown in the dialog box will toggle it black or white. Your patterns will be saved to disk when you click on OK. They will also be saved with your document.

## ■ Importing Artwork

PUBLISH IT! 2 lets you add graphic elements to your documents, lending them a professional appearance. Before you can insert pictures on a page, you must create graphic frames to house the artwork. Graphic frames are created with the graphic frame tool ⊠ from the Tool Box.

Position the ⊠ in the area where you want to insert the picture and drag it across the page to define the size of your graphic frame. If you have the Snap To Guides on, the block will snap to the nearest grid boundaries automatically.

Empty graphic frames appear as shaded boxes on the screen. This provides a visual way of distinguishing them from text columns. Graphic frames are objects. They can be moved, re-sized, cut, copied, pasted and deleted like any other object.

PUBLISH IT! 2 can directly access Dazzle Draw™*, MousePaint™*, and Beagle™* Graphics files or any other pictures in Apple standard high resolution or double-high resolution format.

To import artwork:

- Select a graphic frame by clicking on it with ▶ and choose Import Picture... or Import Print Shop... from the FILE menu.

*Trademarks of their respective companies.

- A File Selector will appear, listing the picture files on the current disk. If necessary, scroll the list to locate the picture you wish to import. If the file is not on the current disk, insert the disk containing the art file into the drive and click on the DRIVE button. Click on the file name; then click on OK. The picture will appear in full size on the display.

When you import a picture or a Print Shop graphic, you will see the Cropping Screen. A box is shown along with the picture to indicate the size of the graphic frame in your document. You can drag the cropping box with the mouse button or the ⟨↑↓⟩ ⟨⇄⟩ keys, to position it around the desired portion of the graphic. You can also resize the cropping box using the ⟨Ⓖ⟩ and the ⟨⇄⟩ ⟨↑↓⟩ keys. When resizing, the lower right of the box remains stationary. Resizing the cropping box will automatically resize the selected frame. The imported graphic image will therefore retain its original aspect ratio.

When you are satisfied with the graphic in the cropping box, press ⟨RETURN⟩. To abort importing the graphic, press ⟨ESC⟩. Additionally, if you wish to reverse the black/white image, press the ⟨SPACEBAR⟩. You will return to your document with the picture in the graphic frame you have selected.

NOTE: If your graphic frame is 3 inches high by 5 inches wide or larger, the cropping box will not be visible since it borders the entire screen. The only keys that will show any effect are ⟨Ⓖ⟩⟨↓⟩ and ⟨Ⓖ⟩⟨→⟩. Once the box is smaller than the screen, you can move it as described before.

After importing, you can resize the graphic frame, and the graphic will be scaled to fit the new frame. Scaling the graphic does not change the amount of memory required to store it. Remember, however, that graphics generally look their best at their original size. Since the rescaling must be done each time the screen is redrawn, the speed of redrawing the screen may slow down a little, especially in the larger viewing sizes. For this reason, there is a selection on the SPECIAL menu called Show Pictures. Select this option to turn it off, and pictures will not be displayed. Select it again to turn the option back on. They will be printed normally, regardless of how this option is set.

## Importing Print Shop™ Graphics

To use the option called Import Print Shop, first select a graphic frame. When you select this option from the FILE menu, the File Selector Box will appear on the screen. Simply click on the DRIVE button to select the drive containing your Print Shop graphics and then click on the name of the file you want to import. This option works just like Import Picture, explained above. PUBLISH IT! 2 only recognizes Print Shop Graphics Library compatible files on DOS 3.3 formatted disks. Do not convert your files to ProDOS. Since DOS 3.3 doesn't have sub-directories, there is no Close button on this File Selector. You can view up to 85 Print Shop files on one disk. If you have more than that on a disk, you should copy any extra files to another disk to view them.

## Step 4. Adding the Finishing Touches

When personal computers first came on the the scene, some people thought we were headed for a paperless society. But, as everyone who owns a computer knows, the wastebaskets fill up faster, not slower when there's a computer around. For one thing, when revisions are so easy to make, we set higher standards for ourselves. For another, we set more ambitious projects for ourselves when we're computer-aided. The difference between an "okay" looking document and a "great" looking document is often nothing more than a slight adjustment here and there and one more pass through the printer. So, consider your first print-out a draft. Look it over and see what you could do to make it better. Don't be afraid to experiment. With practice, each draft will be better than the one before!

A couple of the last minute touches you may want to make are page numbers (when you print) and formatting or type changes. You can create small caps by typing the text in ALL CAPS and then formatting all the letters except the initial letters in a smaller point size. For example, ALL CAPS.

NOTE: To see how your document is coming along (and save paper, too) use the Preview option.

## ■ The Page Numbering Tool

Selecting ⊞ from the Tool Box enables you to add a page number for the page you are currently working on. Just click on ⊞, then click anywhere in your document. An object containing a "#" will be created. This object cannot be resized, but it can be repositioned.

After you have defined the page number object, you may change it by clicking on ▶ to reposition it. The page number object will be replaced with a sequential number during printing. To change the font, select the page number object ⊞ on your page and change the font size using Select Font... from the FONT menu.

Although a PUBLISH IT! 2 document is limited to 128 pages, you can have a finished document of 255 numbered pages by printing the document in two parts. Number the first up to Page 126, then, in the Print Dialog Box, enter 127 for the Start Page number of the second part.

## Step 5. Printing Your Documents

Printers are an integral part of your desktop publishing system.

Most dot matrix printers produce output at a resolution of 120 dots-per-inch horizontally by 72 vertically, well-suited for inter-office memos, newsletters and other documents you'll produce with PUBLISH IT! 2. You should find this print resolution very easy to read and suitable for most of your publishing needs. For extra contrast, you can choose the Double Strike option from the Print Dialog Box (on the FILE menu) when it's time to print.

## ■ The Preview Mode

To see what a portion of your finished document will look like on screen before you print it, select the Preview option from the FILE menu. The screen will be redrawn using all of your selected fonts and graphics. The Preview function is helpful for checking font and kerning selections.

The preview screen displays the same view of the document as the Show Full Size option from the SPECIAL menu. To preview a different portion of your document, move to the desired portion of the screen (using the Show Full Size mode) and reselect Preview.

In Preview mode, press the ⮂ ⇅ keys to move to a different portion of the document. To move in larger increments, press ⟳ and the ⮂ ⇅ keys. Press any other key or click the mouse to exit the Preview option.

Like the Print option, Preview must read the font files from disk in order to "print" the text on the screen. You can speed up this procedure and minimize disk swapping by copying all the fonts you used in the document onto the same disk. Better still would be to copy the fonts and the program to a RAM disk and load from there.

If you have an Apple //e Auxiliary Slot card, a RAM disk should not be used. Please review the information in "Expansion Cards and RAM disks" in Chapter 3.

Preview will not be entirely accurate with laser printers.

## ■ How to Print

To print a PUBLISH IT! 2 document, choose Print...
from the FILE menu or press ⌘P. The following Print
Dialog Box will appear:
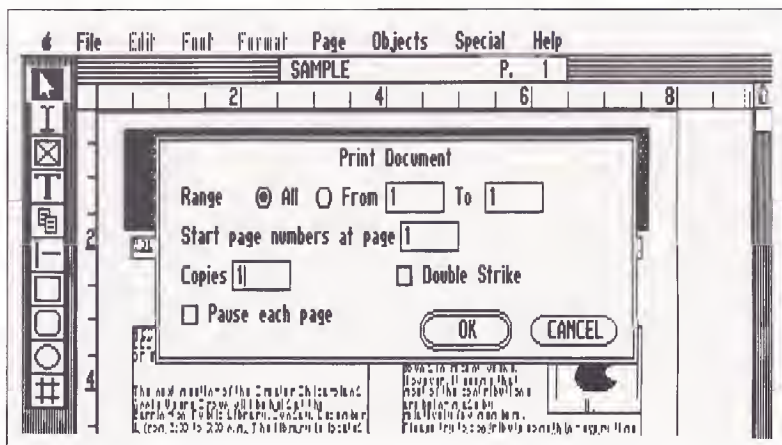


Figure 36

Normally, you'll want to print all pages of a document, but a number of possible choices are available:

**All** – All of the pages of the current document are printed.

**From/To** – Lets you pick a range of pages you want to print. "To" shows the number of the last page of your document. Click on the From button; then type in the numbers of the first and last pages you want printed.

**Copies** – If you want more than one copy, type in the number you want.

**Start Page #s at Page** – If you have page numbers, enter the page number from which you want to start printing. This is useful when printing multi-page documents that are stored in several different disk files. For example, you may wish to start printing FILE 2 at Page 14.

**Double Strike** – Select this if you want the imprint to appear darker.

**Pause each Page** – Choose this option to make the printer stop at the end of each page to allow you to hand feed another sheet.

The OK and CANCEL buttons let you begin printing or cancel. Printing can be canceled or momentarily suspended at any time by pressing the appropriate key shown in the Dialog Box that appears while the program is printing the document.

For complete information on using a laser printer with PUBLISH IT! 2, see the section that follows, "If You are Using a Laser Printer. . ."

NOTE FOR 5¼-inch DISK USERS: To avoid disk-swapping when printing or previewing, copy all the fonts you are using for the current document onto one side of a disk. You can copy all the standard fonts except the largest (Wilmette 72) onto one side of a disk.

## ■ If You Have a Laser Printer. . .

With PUBLISH IT! 2, you have greatly enhanced your ability to produce documents with true typeset appearance and spacing. This section explains what options are available, and what considerations might affect your choices. Let's start with the system requirements.

To utilize the laser printing capabilities of PUBLISH IT! 2, you will need a LaserWriter*, LaserWriter Plus*, LaserWriter NT*, LaserWriter NTX*, or compatible printer such as the QMS PS800 + * PostScript* printer and the proper cables to connect it to your computer.

NOTE: The Apple LaserWriter //SC* is *not* a PostScript compatible printer and will not work with this program.

If you plan to use PUBLISH IT! 2 over an AppleTalk* network, be sure to read the section on AppleTalk.

*Trademarks of their respective companies.

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Two files on the program disk associated with laser printing are:

LASERPREP
LASERWIDTHS

If you are using 5¼-inch disks, these files are located on Side 2 of the program disk. These files *must* be located in one of two volume names: either /LW or within the same volume from which the program is loaded. When PUBLISH IT! 2 needs to access these files, it will prompt you for the disk containing LASERWIDTHS or LASERPREP.

# ■ Connecting your Laser Printer

### Configuring a //e:

If you choose to connect your //e using a serial cable, you will need a Super Serial interface card (or equivalent). Set the jumper block on the super serial card to point to TERMINAL. Set the switches on the card as follows:

**Block 1**

|      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------|---|---|---|---|---|---|---|
| ON:  |   |   |   | X |   | X | X |
| OFF: | X | X | X |   | X |   |   |

**Block 2**

|      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------|---|---|---|---|---|---|---|
| ON:  | X |   |   | X | X |   |   |
| OFF: |   | X | X |   |   | X | X |

Connect the card to the LaserWriter using a serial cable with DB-25 connectors on each end. No null modem adaptor is needed. Contact your dealer if you need details.

### Configuring a //c, //c Plus or Laser 128:

//c and Laser 128 users will need to connect the computer using a serial cable. This is the same cable Apple sold to connect the //c to the ImageWriter I. The //c Plus requires an Apple II Printer-8 cable. Contact your local dealer for the proper cable for your computer.

If you are printing from Port 2 on the Apple //c or //c Plus, you must run the //c System Utilities (packed with your computer) before printing to the LaserWriter from PUBLISH IT! 2. The changes made with the utilities will only remain in the system until the power is turned off. Each time you turn the power on, you must run this program again.

In the System Utilities program, choose the option "Configure the Serial Ports." See your System Utilities manual for details. Set Port 2 to 9600 baud, 8 bits, 1 stop bit, and no parity. The other settings are irrelevant, but a suggested PIN number (port identification number) that will work is: 156/1111.

If you are using a Laser 128, you will need to use the built-in program to set the serial port. To do so, follow these steps:

1. Turn on your computer and press [CTRL][RESET][P].
   Release the [CTRL][RESET] keys first, then the [P].
   Several configuration options should appear. If they
   don't, consult your Laser 128 manual.

2. From the options listed choose PORT 1 SERIAL
   PRINTER (assuming your printer is connected to Port
   1). Choose Port 2 if that is correct. Next will appear
   the communications options available for that port. If
   you are using Port 1, change the BITS setting to 8/1.
   Press [RETURN].

3. If you are using Port 2, change the Port 2 settings to
   match those of Port 1 and change the BITS to 8/1.

4. Reboot your system.

### Configuring a //GS:

If you are using a //GS and you decide to connect your
computer using a serial cable, you will need an Apple //GS
Adapter Cable to connect to a DB-25 serial cable.
Alternatively, you may use an Apple II Printer-8 cable.
Contact your dealer for this cable.

In addition to plugging in the proper cable, //GS owners
will need to adjust the Control Panel settings in the port
they plan to print from. Bring up the Desk Accessories list
by pressing [CTRL][Ċ][ESC]. Then choose the Control
Panel. From the list of options in the Control Panel,
choose either Printer Port (Port 1) or Modem Port (Port 2),
depending on where your LaserWriter is connected.

If you are using Port 1: Set all printer port options to their default (checked) settings. Then change the options DCD and DSR/DTR from YES to NO.

If you are using Port 2: Set all modem port options to their default (checked) settings. Then change the options DCD and DSR/DTR from YES to NO, change the device from MODEM to PRINTER, and change the baud rate from 1200 baud to 9600 baud. Your changes will be reflected the next time you turn on your computer.

## ■ AppleTalk

PUBLISH IT! 2 supports the AppleTalk network; in fact, printing with AppleTalk is faster than printing with a serial connection. AppleTalk allows several computers to print to one laser printer.

### For the //c and //c Plus:

The //c does not support AppleTalk at this time. //c users will need to connect the computer using a serial cable. This is the same cable Apple sold to connect the //c to the ImageWriter I. The //c Plus requires an Apple II Printer-8 cable. Contact your local dealer for the proper cable for your computer.

## For the //GS:

The //GS has built-in support for the AppleTalk network; you will need to use the control panel to activate the AppleTalk option. Bring up the Desk Accessories list by pressing [**CTRL**][Ć][**ESC**]. Then choose the Control Panel. Select Slots from the list of options in the Control Panel. Set Slot 7 to AppleTalk and set either Slot 1 or Slot 2 to "Your Card." The Control Panel will not allow you to have both the printer port and the modem port active at the same time AppleTalk is in operation. You must cold boot your computer for the changes to take effect.

Reboot with the //GS System Disk and run the program called CHOOSER.II in the APPLETALK sub-directory. Select the LaserWriter which you would like to use if there is more than one LaserWriter on the network or select the one listed if there is only one LaserWriter connected to the network.

When CHOOSER.II is finished, choose the QUIT option in CHOOSER.II. Now you can start PUBLISH IT! 2 from the desktop. **DO NOT REBOOT** after running CHOOSER.II to start PUBLISH IT! 2. CHOOSER.II initializes your IIGS AppleTalk network software and rebooting at this point will deactivate the AppleTalk software.

NOTE: If you use System Disk 3.1 or earlier, you only need to run CHOOSER.II the first time that you use PUBLISH IT! 2, or whenever you switch to a LaserWriter with a different name. Using your file copy utility, you can copy the file ATINIT from the SYSTEM/SYSTEM.SETUP sub-directory on your System Disk to the directory where ProDOS 8 resides on your working program disk. This step is *very* important. If ATINIT is not in the volume directory with ProDOS 8, PUBLISH IT! 2 will be unable to find the LaserWriter.

These instructions will only work if you run CHOOSER.II from System Disk 3.1 or earlier. You can check whether everything has worked by checking the size of the file ATINIT. To work correctly, ATINIT must be larger than one block.

If you use System Disk newer than 3.1, you must run CHOOSER.II every time you restart your system and want to use a LaserWriter with PUBLISH IT! 2 through Appletalk.

Only ProDOS 8 version 1.4 or later will work with AppleTalk. Version 1.7 is supplied with PUBLISH IT! 2. Earlier versions of ProDOS will *not* work with AppleTalk.

### For the //e:

If you are using AppleTalk with a //e, you will need the AppleTalk interface card. The installation procedure should be essentially the same as the one used to connect the //GS to the LaserWriter via AppleTalk. However, there is no Control Panel to set, and the final version of the disk which will ship with this card may not have files identical to the files on the //GS System Disk. Follow the instructions included with your AppleTalk card for details on installation. The important point here is that the file ATINIT has the information about your LaserWriter stored in it after running CHOOSER.II; be sure that this file is copied to your working program disk. As in the IIGS, it must be in the same directory as ProDOS 8 for PUBLISH IT! 2 to work properly with the LaserWriter.

## ■ Configuring the LaserWriter

Make sure that the switch on the LaserWriter is set to the appropriate setting for either 9600 baud, XON/XOFF handshake if you are using a serial connection, or AppleTalk if you are connecting to the printer via the AppleTalk network.

## ■ Using PUBLISH IT! 2 with the LaserWriter

1. On the ● menu, choose the option Select Printer. . .

2. Then, select LaserWriter if you have an older Apple LaserWriter, or LaserWriter Plus if you have a LaserWriter Plus, LaserWriter NT or LaserWriter NTX.

3. Select the appropriate font widths for your printer (either LaserWriter or LaserWriter Plus).

4. Again on the ● Menu, choose the option Select Interface. . .

5. Then, select the appropriate serial port if you are using a serial connection and the appropriate slot number. Select AppleTalk if you are using an AppleTalk connection. It does not matter what slot is chosen if you are using AppleTalk on the //GS.

If you are using a Laser 128, select //c SERIAL as your interface.

### Font Widths

Because the widths of the characters in the LaserWriter fonts are different from the widths of the characters in the PUBLISH IT! 2 bit map fonts, we have included a file called LASERWIDTHS on the disk. When you select the font widths option in the Select Printer. . . Dialog Box, you are telling the program whether you want to format your text with the widths of fonts for the dot matrix printer or with the widths of the fonts which are built into the LaserWriter.

Although we have tried to match widths as carefully as possible between the bit map fonts and the LaserWriter fonts, there are still significant differences. These differences will be apparent if you have formatted your text for printing on a dot matrix printer and then print to the LaserWriter using LaserWriter font widths. Your text, which may have fit perfectly into columns before may now overflow or underflow the column. You may have to do some editing to achieve a "proper fit."

If you haven't time to reformat your text, you can print to the LaserWriter using the Dot Matrix widths setting in the Select Printer... Dialog Box. However, we advise against this option since the text spacing in the printed result will not be as typographically pleasing.

More importantly, if you have a dot matrix printer at home, but access to a LaserWriter elsewhere, you may want to design and format your document using the LaserWriter font widths. You may then proof-print the document on your dot matrix printer. The text spacing will not be perfect, but you can then go to the site which has a LaserWriter, and when you print on the LaserWriter, your text spacing will be correct.

**Summary of Font Width Options:**

- If you will print only on a dot matrix printer, use the dot matrix font widths.
- If you will print only on a LaserWriter, use the LaserWriter font widths.
- If you will print only on a LaserWriter Plus, use the LaserWriter Plus font widths.

- If you will proof your document on a dot matrix printer, but print the final version on a LaserWriter, use the appropriate LaserWriter font widths.
- If you have older PUBLISH IT! 2 documents which you don't want to re-edit when you print them on the LaserWriter, use the dot matrix font widths.

## Printing and Print Options

If you have chosen LaserWriter or LaserWriter Plus as your printer, you will notice that the Print. . . Dialog Box has changed. The Double Strike option is gone, as is Pause Each Page. There are three new options: Font Substitution, Smoothing and Manual Feed. If you switch back and forth between a dot matrix printer and a laser printer, the appropriate dialog box will be displayed. You may bring up the Print. . . Dialog Box by pressing ⟨⌂⟩ ⟨P⟩.

**Manual Feed** – When Manual Feed is checked, it tells the LaserWriter to wait for you to insert each page manually rather than using the paper tray.

**Font Substitution** – If you have chosen LaserWriter as your printer, the following LaserWriter fonts will always be substituted for these built-in PUBLISH IT! 2 fonts:

DesPlaines = Helvetica
Deerfield = Times

If you are using a LaserWriter Plus, NT, or NTX, the following LaserWriter Plus built-in fonts will always be substituted for the following PUBLISH IT! 2 fonts:

DesPlaines = Helvetica
Deerfield = Times
Wilmette = New Century Schoolbook
Westwood = Bookman
Ravinia = Zapf-Chancery

All other PUBLISH IT! 2 fonts will be printed by downloading the PUBLISH IT! 2 fonts used for printing on dot matrix printers if the Font Substitution option in the Print... Dialog Box is turned off. If the Font Substitution is on, these fonts will be replaced with the Times font on the LaserWriter Plus.

If you try to download too many fonts (by using a lot of different fonts in your document), you may run out of memory in the LaserWriter. In this case, either change the document to reduce the number of fonts which are used or choose Font Substitution so that bit map fonts will not be downloaded. Times will be substituted for these fonts instead. Because of their higher resolution, you will probably prefer the built-in fonts to the downloaded fonts.

## ■ Smoothing

When selected, the Smoothing option will round off some of the jagged edges on bit map pictures which are downloaded to the LaserWriter as well as any bit map fonts which are downloaded. Printing with this option off is faster than printing with this option on.

Some bit map images produce errors when you try to print them with smoothing turned on. In these cases, an error message will appear asking you to try printing your document with Smoothing turned off.

NOTE: Smoothing will not work on some non-Apple PostScript printers (e.g. the QMS-PS800+).

## ■ LASERPREP

Laser printers, whether they are being used on a network or are cabled to a single computer, need to be initialized (set up) before they can be used. That is the function of the file "LASERPREP" which is included on the program disk. It is downloaded to the LaserWriter when you first print from PUBLISH IT! 2.

If you are using a LaserWriter on a network such as AppleTalk, it is possible that the LaserWriter will have been initialized with a different version of LASERPREP. In this case, you will be asked if you would like to re-initialize the LaserWriter. If you respond YES, the LaserWriter will be reset, and our version of LASERPREP will be downloaded. If you say NO, the document printing will be terminated.

## ■ Page Clipping

All laser printers leave a small area around the edge of the paper on which text and graphics cannot be printed (at least ¼ inch). Any text or graphics that falls in this unprintable area will be "clipped" on your print-out. Following are the minimum margins which are required for each of the page sizes PUBLISH IT! 2 supports:

|  | Horizontal | Vertical |
|---|---|---|
| US Letter | .42″ | .43″ |
| US Legal | .89″ | .75″ |
| A4 | .39″ | .42″ |
| B5 | .25″ | .25″ |

Note that while we recommend that you choose the 8x11-inch, 8x14-inch or 203x297 mm (A4) for printing on dot matrix printers, you should use the 8½ x 11, 8½ x 14, and the 210x297 mm page size settings when printing with the LaserWriter.

Now that you know all the ins and outs of printing with PUBLISH IT! 2, happy publishing!